

Mendon Public Library Board of Trustees Meeting

**Mendon Public Library
December 17, 2018
7:00 p.m.**

Approved

Present: Anne-Marie Gordon, Craig Moscicki, Molly Ortiz, Cristina Romig, Alicia Zysman-Cromwell

Others Present: Laurie Guenther (MPL Director), Lisa Reniff (Recording Secretary)

Excused: Tim Boldt, Larry Young

The meeting was called to order at 7:00 p.m. by Molly Ortiz.

Public Comment:

No Public Comment

Approval of Minutes:

It was MOVED, SECONDED and CARRIED to approve the December 3, 2018 minutes of the MPL Board of Trustees as amended.

Treasure's Report: (Craig Moscicki)

The financial report that included the library transfer of funds between accounts, vouchers, cash deposits, and BOT bank account balances since the last meeting was distributed and discussed.

It was MOVED, SECONDED and CARRIED to approve the transfer of funds as given in the December 17, 2018, MPL Financial Report.

It was MOVED, SECONDED and CARRIED to approve the December 17, 2018 MPL Financial Report.

OLD BUSINESS

2019 Budget:

A letter was sent to Supervisor Moffitt in response to his correspondence of November 19, 2018. The letter from Supervisor Moffitt is included in the December 3, 2018 minutes. Since the \$50,000 reduction in library operating funds represents a substantial amount of funding, the Library Board was hoping to receive a response from their letter. No response was received from Supervisor Moffitt. A copy of the letter the Library Board sent will be sent to the Town clerk to be added to the Town Record.

Possible cuts and reapportionment of the 2019 budget were discussed and further review will take place in January as needed. Preliminary plans were outlined but not approved since many questions were unanswered.

Meeting adjourned at 7:45pm.

Financial Report
Mendon Public Library Board of Trustees

Meeting Date: December 17, 2018

Final Approved Report: December 17, 2018

LIBRARY OPERATING FUNDS

Transfer of Funds:

Transfer From:			Transfer To:		
Account	Number	Amount	Account	Number	Amount
Adult Books	0.400	\$ 3,000.00	Recordings	0.406	\$ 3,000.00
Periodicals	0.404	\$ 1950.00	Recordings	0.406	\$ 1950.00
DataBase	0.405	\$100.00	Recordings	0.406	\$100.00
Youth Books	0.401	\$ 75.00	Tapes	0.407	\$ 75.00
Total Above		\$ 5,125.00	Total Above		\$ 5,125.00
Office Supplies	0.410	\$ 300.00	Custodial Supplies	0.455	\$ 300.00
Mileage	0.427	\$ 150.00	Equipment Repair	0.430	\$ 150.00
Mileage	0.427	\$ 75.00	Postage	0.424	\$ 75.00
Utilities	0.450	\$ 200.00	Telephone	0.420	\$ 200.00
Utilities	0.450	\$ 150.00	Xerox	0.440	\$ 150.00
Total Above		\$ 875.00	Total Above		\$ 875.00

Payment of Claims:

Voucher 2018-12b-184 through 2018-12b-198 for a total amount of \$10,908.10.

Acceptance of Deposits for Operating Budget:

Date	Check	Memo	Amount	Deposit
12/06/2018		Cash Register Deposit		\$ 803.95
	Cash	Cash register deposit for period ending 11/19/18	\$ 99.75	
	Cash	Cash register deposit for period ending 11/21/18	\$ 176.60	
	Cash	Cash register deposit for period ending 11/26/18	\$ 63.00	
	Cash	Cash register deposit for period ending 11/30/18	\$ 240.65	
	Cash	Cash register deposit for period ending 12/03/18	\$ 54.65	
	Cash	Cash register deposit for period ending 12/06/18	\$ 169.30	
12/13/2018		Cash Register Deposit		\$ 247.81
	Cash	Cash register deposit for period ending 12/10/18	\$ 70.35	
	Cash	Cash register deposit for period ending 12/13/18	\$ 177.46	

The above funds were deposited to the Town Controlled accounts, and financial reports were forwarded to the Town of Mendon.

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	11/30/2018	\$ 45,456.44	12/17/2018
M&T Eunice Dehmler Frank Fund	11/30/2018	\$ 2,661.92	12/17/2018

Acceptance of Deposits: N/A