

Mendon Public Library Board of Trustees Meeting

Mendon Public Library
January 7, 2018
7:00 p.m.

Approved

Present: Tim Boldt, Anne-Marie Gordon, Craig Moscicki, Cristina Romig, Alicia Zysman-Cromwell

Others Present: Laurie Guenther (MPL Director), Lisa Reniff (Recording Secretary), Steve Melcher, Barb Altonberg

Excused:

The meeting was called to order at 6:57 p.m. by Cristina Romig.

Public Comment: No Public Comment

Town Report: No Report

Trustee Communication:

A break-in happened at the Library the morning of Christmas Eve. The glass door near the circulation desk was broken and the Friends donation jar was taken. Surveillance video was captured on jump per the sheriff's request. A letter was received from Town Supervisor Moffitt regarding the break-in and requesting that valuables be kept out of sight. Anne-Marie will send a response acknowledging the letter.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the December 17, 2018 Minutes of the Mendon Public Library Board of Trustees.

President's Report: (Cristina Romig)

The Town is voting tonight on two new board members.

Secretary: (Anne-Marie Gordon) The Library will retain a digital copy official BOT correspondence. Anne-Marie will forward copies to Laurie to be stored on the library server.

Director's Report: (Laurie Guenther)

Barb Altonberg, a longtime library staff member was introduced to the board.

The Director's Report was distributed, and the following topics were highlighted:

Legislative visits are scheduled by MCLS for member libraries to visit and update legislators on the current status of the libraries. Visits are scheduled on Jan 11th with Marjorie Byrnes at Pittsford Library and Jan 17th in Rich Funke's office. Trustees are encouraged to attend.

Sally Snow, Assistant Director of MCLS, will be asked to attend in March to talk to the BOT and give an overview to the board and answer any questions.

Data is being compiled for the NYS Annual Report to Libraries. Twelve libraries in the MCLS system had a greater than 2% drop in circulation while only 3 had an increase

The BOT members signed conflict of interest statements.

OLD BUSINESS

Children's Area Construction:

No news from the town.

NEW BUSINESS

Break-in: Discussed during Trustee communications.

Trustee Training: Sally Snow will be asked to attend March's meeting.

Number of Trustees 2019:

It was MOVED, SECONDED, and CARRIED to approve seven voting trustees for 2019.

New Trustees: The new trustees will be voted on by the town tonight.

Review of Policies:

It was MOVED, SECONDED, and CARRIED to Reaffirm The Mendon Public Library Tutoring Policy.

It was MOVED, SECONDED, and CARRIED to Reaffirm The Mendon Public Library Code of Ethics Policy.

Conflict of Interest Statements:

It was MOVED, SECONDED, and CARRIED to Reaffirm The Mendon Public Library Conflict of Interest Policy.

Mileage Reimbursement:

It was MOVED, SECONDED, and CARRIED to approve 2019 Mileage Reimbursement of \$0.58.

Craig Arrived at 7:30pm

Treasure's Report: (Cristina Romig/Craig Moscicki)

It was MOVED, SECONDED, and CARRIED to approve the Financial Report dated January 7, 2019, attached to these minutes.

**Financial Report
Mendon Public Library Board of Trustees**

Meeting Date: January 7, 2019
Final Approved Report: January 7, 2018

LIBRARY OPERATING FUNDS

Payment of Claims:

Voucher 2019-2-1 through 2019-2-7 for a total amount of \$2,312.17.

Acceptance of Deposits for Operating Budget:

Date	Check #	Memo	Amount	Deposit
12/27/2018		Cash Register Deposit week		\$ 92.80
	Cash	Cash register deposit for period ending 12/27/18	\$ 92.80	
1/03/2019		Cash Register Deposit week		\$ 188.10
	Cash	Cash register deposit for period ending 11/12/19	\$ 188.10	

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

Transfer of Funds: N/A

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

Meeting was adjourned at 8:00pm.