

Mendon Public Library Board of Trustees Meeting

Mendon Public Library
February 4, 2019
7:00 p.m.

Approved

Present: Tim Boldt, Anne-Marie Gordon, Craig Moscicki, Tom Ochsenhirt, Cristina Romig, Allison Zero-Jones, Alicia Zysman-Cromwell

Others Present: Cynthia Carroll (Town Liaison) , Laurie Guenther (MPL Director), Lisa Reniff (Recording Secretary), Kelly Paganelli

The meeting was called to order at 7:00 p.m. by Cristina Romig.

Public Comment:

No Public Comment

Town Report:

Cynthia reported new lights have been installed at the old library and the mold mitigation is complete.

Approval of Minutes:

It was MOVED, SECONDED and CARRIED to approve the January 7, 2019 minutes of the MPL Board of Trustees as amended.

President's Report: (Cristina Romig)

New MPL Board of Trustee members Tom Ochsenhirt and Allison Zero-Jones were introduced. Cristina is looking forward to working with Town Board members to improve library services and communication. Tim met with John for a general discussion, and it was both positive and productive.

An email was received from John stating he was aware of the June 30th deadline for the NYS Construction Grant. The grant for \$17,000 was received by the BOT. This grant includes furniture and shelving for the children's area and construction of a closet. The construction of the closet was included in the construction contract of the Town's SAMS grant.

Treasurer's Report: (Craig Moscicki)

The financial report that included the Library, vouchers, cash deposits, BOT bank account balances, and BOT payment claims since the last meeting was distributed and discussed.

It was MOVED, SECONDED and CARRIED to approve the February 4, 2018 MPL Financial Report.

Secretary's Report: (Anne-Marie Gordon)

A thank-you note regarding the door repair from the break-in was sent to John with digital copies sent to all board members. A copy was also distributed for the library files as discussed at the January 2019 meeting.

Branding Review: (Kelly Paganelli)

Kelly Paganelli was introduced. She explained the background of the Causewave grant and the branding process the library staff and volunteers completed in 2017. The brand of the Mendon Public Library is: *Only the Mendon Public Library offers its patrons the uniqueness of a small, personalized library with the broadest array of enrichment opportunities.*

The group discussed the brand and how it was used as a background for all decisions made at the library. After Kelly's presentation, she exited the meeting.

Director's Report: (Laurie Guenther)

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

- Much time has been spent compiling year-end reports; the NYS Annual Report for Public Libraries, the MPL Strategic Plan, and the Annual Report for the public.
- Some unacceptable hygiene issues in the bathrooms was discussed. Professional cleaning services will be researched for a deeper cleaning.
- The surge protector battery for the key equipment in the technology closet needs replacement. The cost is approximately \$500.
- Lisa DeClerck will provide board members with the required sexual harassment training.
- New board members will need to file an Oath of Office at the Town Hall and sign the Conflict of Interest Statement for the Library per New York State Library requirements.

OLD BUSINESS

Children's Area Construction:

An email was received from the NYS Library Development indicating that the construction must be complete by the end of June per NYS law. Cristina forwarded the correspondence to Supervisor Moffitt and Cynthia Carroll and replied to NYS that construction would commence soon.

Prepayment of Utilities:

It was MOVED, SECONDED and CARRIED to approve the prepayment of contractual obligations prior to the Board of Trustees Meeting. Expenditures will be included in the following abstract and approved at a regular meeting of the Library Board of Trustees.

NYS Annual Report for Public Libraries:

A draft of the NYS Annual Report for Public Libraries was distributed. It was noted that 44,000 people visited the MPL in 2018 and 5,193 residents possess library cards.

It was MOVED, SECONDED and CARRIED to approve the submittal of the NYS Annual Report for Public Libraries 2018.

Long Range Strategic Plan:

The current Long Range Strategic Plan 2016-2021 was distributed. This report included notes about activities completed at the Library in 2018. This information highlighted which goals the library worked on in 2018. NYS requires that libraries have a strategic plan. The Strategic Plan 2019-2024 will be discussed at the next board meeting.

NYS 990:

The NYS 990 tax draft form was distributed and will be voted on at the next meeting.

MPL 2019 Revised Budget:

Craig presented a proposed modified budget based on the reduced final budget of the Town of Mendon. It is understood that \$50,000 is being held by the Town of Mendon in contingency funding per completion of the SAMS grant. Once the project is complete the \$50,000 will be restored to the 2019 Library operating budget.

It was MOVED, SECONDED and CARRIED to approve the 2019 modified budget.

The modified budget will be sent to John Moffitt and Mary Fletcher via email. Craig will inquire about how the Town held contingency funds will be incorporated into the Library operating budget once the \$50,000 is restored. It is understood by all members that this is a temporary solution for the 2019 Library Operating Budget. It is expected that full funding of the Library operating budget will be restored, and if not, substantial cuts to the Library services will be made.

Public Comment:

None

Meeting adjourned at 8:08pm.

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

Meeting Date: February 4, 2019

Final Approved Report: February 4, 2019

LIBRARY OPERATING FUNDS

Account Transfers: n/a

Payment of Claims:

Voucher 2019-02b-8 through 2019-02b-20 for a total amount of \$2,554.94.

Acceptance of Deposits:

Date	Check #	Memo	Amount	Deposit
1/10/2019		Cash Register Deposit week		\$ 361.70
	Cash	Cash register deposit for period ending 1/07/19	\$ 150.55	
	Cash	Cash register deposit for period ending 1/10/19	\$ 211.15	
1/17/2019		Cash Register Deposit week		\$ 251.25
	Cash	Cash register deposit for period ending 1/14/19	\$ 114.55	
	Cash	Cash register deposit for period ending 1/17/19	\$ 136.70	
1/31/2019		Cash Register Deposit week		\$ 502.50
	Cash	Cash register deposit for period ending 1/25/19	\$ 284.05	
	Cash	Cash register deposit for period ending 1/28/19	\$ 63.44	
	Cash	Cash register deposit for period ending 1/31/19	\$ 155.01	

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	12/31/2018	\$ 45,456.44	1/10/2019
M&T Eunice Dehmler Frank Fund	12/31/2018	\$ 2,662.14	1/10/2019

Acceptance of Deposits: n/a

Payment of Claims:

Date	Check Number	Amount	Vendor	Notes
1/10/2019	382	\$605.00	Town of Mendon	Online fine payment