

Mendon Public Library Board of Trustees Meeting

Mendon Public Library

March 4, 2019

7:00 p.m.

Approved

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

Others Present: Cynthia Carroll (Town Liaison) , Laurie Guenther (MPL Director), Lisa Reniff (Recording Secretary), Sally Snow (MCLS Assistant Director)

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

Public Comment:

No Public Comment

Rochester Public Library: (Sally Snow)

Sally reviewed updates in the NYS Minimum Standards for Public Libraries. The eleven new standards can be found online. These are minimum standards for Public Libraries to operate in NYS and receive state funding. The standards apply to: bylaws, long-range plan, annual report to the community, library policy review, board approved budget, evaluating effectiveness, minimum open hours, adequate facility, programming, technology, public access to library service information, adequate staffing and training for staff, and partnership with community organizations.

While the standards are not new, most of the standards were updated with more stringent requirements. It was noted that MPL is currently meeting the new updates to the NYS Minimum Standards now, with the exception of technology training for staff.

Sally reiterated the absolute last day for the completion of the NYS Public Library Construction Grant is June 30. This is nonnegotiable. Paperwork for the final grant payment must be submitted no later than 30 days after the completion of the project. The paper work needs to show invoices from the vendors and canceled checks. Undocumented charge-backs from the Town of Mendon will not be accepted. All money should be spent and can be used for the construction grant, which includes the storage closet and children's area furniture. Sally will be retiring the end of June, and a new person will be handling the grant after that date.

Sally will try to organize an MCLS trustee's orientation training for our members who have not attended one yet.

Sally Snow departs at 7:30pm

Town Report:

The 15 Monroe St. building updates are in progress.

Comprehensive Plan meetings are set for March 5th, 19th and April 30th at 6 p.m. in the Community Center.

John Moffitt will have a pre-construction meeting. The Board asked Cindy to clarify when the meeting will take place.

Cindy agreed to e-mail the library board with the information.

Laurie questioned Cindy about the lost AIM funding in the proposed NYS budget. Cindy encouraged all to write to their legislators to restore this funding.

Approval of Minutes:

It was MOVED, SECONDED and CARRIED to approve February 4, 2019 minutes of the MPL Board of Trustees as amended.

President's Report: (Cristina Romig)

MPL is on top of the changes to the Minimum Standards for Public Libraries.

Keeping snow cleared off the front walkway to the library during recent snows has been an issue. This appeared to be a communication issue between the Village and Town. This is an important safety issue. Laurie will keep the Board aware of any future issues.

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 March 4, 2018 MPL Financial Report attached to these minutes.

Secretary's Report: (Anne-Marie Gordon). Nothing new to report.

Director's Report: (Laurie Guenther)

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

Bathroom cleaners were contacted regarding our sporadic bathroom cleanliness issue. The companies either were not interested or would charge a large amount. It was concluded to continue using our current cleaner for the bathroom. The board will discuss a special rate for these special cleaning projects.

A Girl Scout Troop will be having an overnight on Friday night.

Dana Arnold will be reducing her hours at the library due to full-time employment. Laurie would like to hire Kim Arnold to fill in some of the hours left open.

It was MOVED, SECONDED and CARRIED to hire Kim Arnold as a Sr. Library Clerk at \$12.10 per hour.

M&T will be supporting the Summer Reading Program at the previous \$1,000 level. Attempts to increase that amount were unsuccessful. The SRP costs approximately \$3,500 to run. The library will be looking for other sponsors to help cover the costs.

OLD BUSINESS

Children's Area Construction:

Cindy will ask John to include the BOT in emails regarding the construction relevant to the Library Board.

NYS 990 EZ:

It was MOVED, SECONDED and CARRIED to approve the 2018 990EZ filing for the Board of Trustees.

Review of Long-Range Strategic Plan:

The current 2019-2023 Long Range Strategic Plan was based on the large 2013 community survey. The CauseWave survey in 2017 was slightly different in nature and was combined with the branding program. The CauseWave data will be gathered and distributed to the BOT and investigated for any gaps between the data sets. The Board will consider if any other data is needed for the Plan at the next meeting.

Social Media Training:

Allison will be hosting a social media training session for staff members on March 14th. All are welcome to attend.

Public:

None

Meeting adjourned at 8:03pm.

Financial Report
Mendon Public Library Board of Trustees

Meeting Date: March 4, 2019

Final Approved Report:, March, 4 2019

LIBRARY OPERATING FUNDS

Voucher numbers and amounts previously approved:

2019-02-01 through 2019-02-07 for a total amount of \$2312.17

2019-02b-08 through 2019-02b-19 for a total amount of \$2445.94

Account Transfers:

Transfer From			Transfer To		
Account Number	Account Name	Amount	Account Number	Account Name	Account Amount
.460	Build Main/Repair	\$300	.430	Equipment Repair	\$300
.455	Custodial Supplies	\$70	.430	Equipment Repair	\$70
.455	Custodial Supplies	\$70	.230	Hardware	\$70
Total		\$440			\$440

Payment of Claims:

Vouchers 2019-03-20 through 2019-03-33 for a total amount of \$5,125.98

Acceptance of Deposits:

Date	Check	Memo	Amount	Deposit
2/7/2019		Cash Register Deposit week		\$ 255.40
	Cash	Cash register deposit for period ending 2/4/19	\$ 100.25	
	Cash	Cash register deposit for period ending 2/7/19	\$ 155.15	
2/11/2019		Cash Register Deposit week		\$ 281.35
	Cash	Cash register deposit for period ending 2/11/19	\$ 98.10	
	Cash	Cash register deposit for period ending 2/14/19	\$ 183.25	
2/21/2019		Cash Register Deposit week		\$ 313.44
	Cash	Cash register deposit for period ending 2/18/19	\$ 173.50	
	Cash	Cash register deposit for period ending 2/21/19	\$ 139.94	
2/28/2019		Cash Register Deposit week		\$ 297.90
	Cash	Cash register deposit for period ending 2/25/19	\$ 104.30	
	Cash	Cash register deposit for period ending 2/28/19	\$ 193.60	

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	1/31/2019	\$ 51,061.44	2/8/2019
M&T Eunice Dehmler Frank Fund	1/31/2019	\$ 2,662.37	2/8/2019

Acceptance of Deposits: n/a

Payment of Claims: n/a