

Mendon Public Library Board of Trustees Meeting

Mendon Public Library

August 15, 2018

7:00 p.m.

Approved

Present: Anne-Marie Gordon, Craig Moscicki, Cristina Romig, Larry Young, Alicia Zysman-Cromwell

Others Present: Cynthia Carroll (Town Liaison), Laurie Guenther (MPL Director), John Moffitt (Town Supervisor), Lisa Reniff (Recording Secretary)

Excused: Molly Ortiz

The meeting was called to order at 7:10 p.m. by Cristina Romig.

Public Comment:

No Public Comment

Trustee Communications:

After a long dedicated service to the MPL, Bruce Peckham submitted his resignation to the BOT on Friday August 10, 2018. His second and last term is to expire at the end of 2019. The Board noted his presence and expertise would be missed on the Library Board.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes of Aug 7, 2018 with slight amendments.

Treasure's Report: (Craig Moscicki)

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

Budget Workshop:

A budget worksheet was distributed with the current 2018 budget and the possible changes for the 2019 budget. On the advice of the board at the previous meeting, Laurie outlined three different scenarios for the 2019 budget which ranged from 2.2% to 2.94% increase from 2018. The board had felt it was necessary to increase the personnel expenses to allow a market adjustment due to the continued increase in the minimum wage even if it meant a cut to other expenses, such as books, magazines and DVD's.

The Board decided on an 2019 Operating Budget of approximately \$306,958, a 2.49% or \$7,457 increase over 2018. The major increase is budgeted for a 7% increase in personnel expenses to allow for market adjustment of the Library Clerks due to continued increases in minimum wage. The other increase was a 5% increase in the equipment/Capital Outlay line due to a required 3-year subscription to Wi-Fi filtering that is required under E-Rate Wi-Fi access that is provided through our Monroe County Library System cost shares. To accommodate the new expenses, materials will be cut approximately 13%.

It was MOVED, SECONDED, and CARRIED to approve a Proposed Fiscal Year 2019 budget of \$306,958.

It was MOVED, SECONDED, and CARRIED to approve the budget letter to John Moffitt and members of the Town Board outlining the Preliminary Fiscal Year 2019 budget and highlighted summary of changes from the current budget.

Meeting was adjourned at 7:38pm.

John Moffitt, Town Supervisor and Cynthia Carroll, Town Board Member and Liaison to the Library arrived.

Meeting Date: August 15, 2018

Review Date: September 10, 2018

Approved Date:

Meeting was reconvened at 7:48pm.

John reviewed the payroll nonpayment of the library staff and is confident the new procedure that is in place will remedy any future issues. The new procedure involves the library physically delivering the time sheets and payroll summary before 9:30am on Monday instead of relying on electronic communication. The Town implemented this policy to guard against e-mail glitches. Laurie indicated that the library will plan on delivering the time sheets on Friday morning since Monday mornings the library is short staffed before 9:30 a.m. John also indicated that the drop box can also be used for the payroll although this would not allow for a signature of receipt. It was also clarified that the payrolls in question were due to a sporadic communication error that was a ramification of a previously resolved hacking incident and was unknown to the director. It was not readily identified by the technical support of MCLS and Skyport-IT, though once discovered it was fixed immediately.

John explained the new building was funded with approved bond vote, an approximately \$500,000 NYS Construction grant, and an approximately \$460,000 donation from the Friends of the Library. This combination of funding left a gap of approximately \$100,000 which the town has absorbed. This shortfall did not have any influence on the nonpayment of the payroll of the library staff. Larry expressed concerned that the board did not want the staff to be caught in the middle of any tension. John expressed appreciation for the excellent fundraising from the Friends and library volunteers. The Town does not expect additional funding from the Friends or from the library for payment of the new library.

John will be having an electrician come in to fix the issues with the current lighting issues, converting all to LED. The town will be utilizing some youth that are committed to community service for some exterior work around the library. Laurie is the prime contract and informs John when work needs to be done.

John said there was no update on the SAM’s grant. The Town contacted Senator Funke’s office in the spring, but they can’t do anything to expedite the approval of the grant. John didn’t know if the project will need to be rebid.

John was sorry to see Bruce leaving the library board. The Board will need three new board members between Bruce’s resignation and Molly and Larry’s terms expiring at the end of the year. The Town will put an ad in the Sentinel for the positions expiring at the end of the year for a five-year appointment, as well as on the town website and Facebook page.

Meeting was adjourned at 8:30pm.

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

Meeting Date: August 15, 2018
Final Approved Report: August 15, 2018

LIBRARY OPERATING FUNDS

Payment of Claims:

Voucher 2018-08-120 through 2018-08-125 for a total amount of \$743.48

Acceptance of Deposits for Operating Budget:

Date	Check #	Memo	Amount	Deposit
8/9/2018		Cash Register Deposit 8/6-8/9/2018		\$ 264.58
	Cash		\$ 66.50	
	Cash		\$ 198.08	
		Total:		\$ 264.58

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	7/31/2018	\$ 61,399.86	8/13/2018
M&T Eunice Dehmler Frank Fund	7/31/2018	\$ 2,661.03	8/13/2018

Acceptance of Deposits: N/A

Payment of Claims:

Date	Check #	Vendor	Memo	Amount
8/8/2018	378	Linda Schmackpfeffer	Sign Language Class #2 on 8/8/2018	\$50.00
			Total	\$50.00