

Mendon Public Library Board of Trustees Meeting

Mendon Public Library
August 6, 2018
7:00 p.m.

Approved

Present: Anne-Marie Gordon, Molly Ortiz,, Bruce Peckham, Cristina Romig, Larry Young, Alicia Zysman-Cromwell

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

Excused: Craig Moscicki

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

Public Comment:

No Public Comment

Town Report:

Cindy reported on several roads and tennis courts are that being refurbished in the Town. There will be a job fair in the Hamlet of Mendon on August 15, as well as a Senior Citizen Picnic. No news about the progress of the children's area construction project.

Trustee Communications:

Board member Craig Moscicki has a new baby in the family. Congratulations Craig and Ann!

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes of July 16, 2018 with minor clarification corrections.

President's Report:

Nothing to report beyond the meeting agenda items.

Corresponding Secretary's Report:

None

Director's Report:

Molly is being nominated for an appointment to the NYS Regents Advisory Council on Libraries. The council advises the Regents Board on Library policy and direction across the state. Letters of recommendation can be sent to the Cultural Education Center.

During the month, the supervisor sent an e-mail to board members and Laurie stating that Laurie had approved parts for the broken air conditioner, which she had no authority to do. Betlem Heating verified Laurie's signature was only to verify that Betlem was on site to perform the task they were asked to do. Approval for parts came through another source. Laurie asked if all board members received the response from Betlem. All board members received the response.

The furniture is expected to arrive at the warehouse this month. Storage of the furniture at the warehouse is free for one month. Some of the furniture, not related to the children's area can be installed prior to the children's area project.

The staff is planning a meeting to determine priorities and sources for grants in 2019. Board members are welcome to attend. This meeting will take place after we know more about the 2019 budget.

Meeting Date: Aug. 6, 2018

Review Date: Aug. 15, 2018

Approved Date: Aug. 15, 2018

We have had a large turnout for the Summer Reading Program thus far. We have distributed 353 Reading logs to kids under 11 years old. There has also been great teen involvement assisting with the programs.

Old Business:

Construction Progress and discussion of timeline:

The Board discussed the timeline of the project. The staff and board presented the project to the Town Board in August of 2017. The Town Board seemed in support of the plans. In November 2017, Kelly, John Moffitt, Bruce and Laurie met with Patrick of LaBella Engineers to discuss the project and bid documents were distributed. The Town Board opened the bids in December of 2017, and the Town Board voted to accept the bid of Javen Construction in January.

It was agreed that this project is a high priority. Cindy will contact John Moffitt requesting that he contact the State again. It is essential to move the project along and make the best use of grant funding. Concern was expressed the longer this project is held up, additional costs may be incurred. Questioning the State on when a signature is expected, should be a routine question and answerable by the State. If additional work is needed on the grant, that should be communicated, to allow for completion of the grant. The Library Board and staff are willing to make a presentation as needed. The board reiterated the completion date of June 30, 2019, which is non-negotiable.

Payroll:

Molly relayed that she had delivered the motion the board approved at the July 16 meeting on Tuesday morning to the Town Finance Director. Molly was told the payroll would not be submitted by the Town Finance Officer, employees would be paid in the following payroll, with checks issued on August 2. Molly then contacted attorney Sheldon Boyce for advice, who said that this was an unfortunate incident and will be corrected in the next payroll.

The Library Board finds this unacceptable treatment of Library employees. Under the direction of several board members, Laurie had comparisons between several different payroll companies. Paychex, ADP, and USA Payroll were all reviewed. All companies offer the same basic services;

- Secure online site for employees to view paycheck stubs and w-2 forms;
- Secure online sites to verify and submit payroll, with the ability to make changes to the payroll at no additional cost until at least 24 hours before checks are distributed.
- Data kept forever, with at least a rotating one-year viewing of data on employees viewing site.
- Several of the companies were less expensive than the book keeping fee we are paying to the Town of Mendon for payroll services.

It was decided that more research is needed, and legal help is required to advise if the Library can move to another payroll service. Considerations should be given to separation between Library and Town funds, benefits, and worker's compensation insurance among other things. The goal is to provide the most economical service, with the best access for our employees.

In addition, the Town Finance officer has directed that the payroll must be hand delivered to the finance office by 9:30 a.m on Monday the day it is due. This is not an acceptable long-term solution for the Library, because of staffing in the Library. A temporary solution will be worked on, so that Library employees can be paid. Paying employees is of primary importance to the Library Board.

During the course of the conversation with Molly and the Finance officer on July 17, several political issues were brought up by the Town Finance Officer. While these issues have no bearing on treatment of the Library by the Town, the Library Board thought that if the issues were resolved, better relations between the Library and Town would occur. Issues included;

- Payment of the Library bond voted on by the Town Board on April 26, 2010.
- Perceived extravagant nature of the new Library building
- Involvement of the Library director prior to 2010, in designing the new Library building.

Other Board members have heard these issues also in conversations and e-mails. All members agreed a mediation service would be helpful to come to a solution to these problems. The Library Board is extremely proud of the service they provide to the community and the numbers that verify the Library's usage.

2019 Budget Preparation:

The Director distributed a packet with items for consideration for the 2019 budget discussion. There is a desire to do a market adjustment for the Library clerks but is weighted by the budget constraints.

Next Meeting:

The Board of Trustees will hold a budget workshop on Aug. 15 at 7 p.m. at the Library, the Aug. 27 meeting will be cancelled, and the next regular meeting of the Board of Trustees will be held on Monday, Sept. 10 at 7 p.m. in the Library.

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

Meeting Date: August 6, 2018

Final Approved Report: August 6, 2018

LIBRARY OPERATING FUNDS

Payment of Claims:

Voucher 2018-08-114 through 2018-08-119 for a total amount of \$1,868.96

Acceptance of Deposits for Operating Budget:

Date	Check #	Memo	Amount	Deposit
7/26/2018		Cash Register Deposit 7/23 - 7/26/2018		\$ 380.86
	Cash		\$ 176.94	
			203.92	
8/2/2018		Cash Register Deposit 7/30-08/2/2018		\$ 237.60
	Cash		\$ 99.15	
	Cash		\$ 138.45	
		Total:		\$ 618.46

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

Transfer of Funds:

Amount	From	To
\$1000	.406 Recordings	.401 Youth Books

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	6/30/2018	\$ 61,874.86	7/13/2018

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M&T Eunice Dehmler Frank Fund	6/30/2018	\$ 2,660.80	7/13/2018
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Acceptance of Deposits: N/A

Payment of Claims:

Date	Check #	Vendor	Memo	Amount
8/1/2018	374	Linda Schmackpfeffer	SRP:Sign Language Class	\$50.00
8/1/2018	375	Nicole MacBay	SRP:Decoupage Class	\$150.00
8/1/2018	376	Omnipresent Puppet Theater	SRP:Performance "The Little Mermaid"	\$225.00
8/1/2018	377	Kevin Bailey	SRP:Tornado T's Program	\$150.00
			Total	\$575.00

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