

Mendon Public Library Board of Trustees Meeting

Mendon Public Library
September 10, 2018
7:00 p.m.

Approved

Present: Anne-Marie Gordon, Craig Moscicki, Molly Ortiz, Alicia Zysman-Cromwell

Others Present: Laurie Guenther (MPL Director), Lisa Reniff (Recording Secretary), Tim Bolt

Excused: Cristina Romig, Larry Young

The meeting was called to order at 7:02 p.m. by Molly Ortiz.

Public Comment:

No Public Comment

Town Report: (Molly Ortiz)

The ceiling lights in the YA section and other areas were recently looked at again by the Town but have not yet been fixed. The carpet was looked at as well. The damaged area is unfortunately in an area that is not carpet squares. A calendar has been started at the library to record the timeline of building and grounds issues.

There has been no contact from the Town regarding the 2019 budget. Cynthia Carroll did receive the letter sent by the library with the requested budget.

A void was created with Bruce Peckham's resignation. He had been acting as a liaison with the Town given his availability during the Town's hours. The board will think about whether that void is something that is needed to be filled. Molly will act in that capacity for the time being.

Molly introduced Tim Bolt, who has expressed interest in becoming a member of the Board of Trustees.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes of Aug. 17, 2018.

President's Report: (Molly Ortiz)

No report.

Treasure's Report: (Craig Moscicki)

The Financial Report including the bank statement and Abstract of Library Vouchers was distributed.

It was MOVED, SECONDED, and CARRIED to approve the Financial Report dated September 10, 2018, attached to these minutes.

Secretary: (Anne-Marie Gordon)

A thank you note will be sent to John Moffitt for attending the previous board meeting.

Kelly Paganelli has written a nice piece regarding Bruce's lengthy volunteer service to the library. Bruce is considering continuing volunteering by leading a program.

Director's Report: (Laurie Guenther)

Meeting Date: Sept 10, 2018

Review Date: October 1, 2018

Approved Date:

A summary of the M&T Summer Reading Program was distributed and reviewed. There was excellent participation with more than 600 children, teens, and adults reading with us this summer. Kudos to Kelly and the entire staff for running such a well received and attended summer reading program.

Laurie and Kelly had a conversation with our local M&T branch regarding increasing the monetary sponsorship of the SRP. While they have been funding the program for many years, their support has slipped over the years to a current level of \$1000, which is not enough to fund the SRP prizes and programs. They wish to continue to be the singular sponsor of the MPL Summer Reading Program and will try to get increased funding from their corporate offices. It is estimated it is about \$2500 - \$3000 to run the summer reading program.

Upgraded WiFi access points have been installed, and the transition to the new server is almost complete for the patron computers.

A long time staff member, Laima Beck, had resigned at the end of August. Laima has been working at the library for 20 years she is going to enjoy retirement.

The Friends for the Mendon Public Library have an author visit planned this fall. Peter Lovenheim will be discussing his book "*The Attachment Effect*" on October 17th. The Friends are continuing to plan activities as they organize their new group. Board members are encouraged to attend.

Recently an avid patron, Kathy Lenahan, passed away. The family directed donations to the Friends of the Library and will collaborate on an appropriate remembrance.

The Handbook for Library Trustees was distributed, and an online copy was mentioned. This year on November 7th-10th NYLA will be held in Rochester. There are segments that have a focus for library trustees and all are encouraged to attend.

The salary adjustment plan for the staff is in the process of being developed.

OLD BUSINESS

Children's Area Construction:

The children's area construction was discussed in relation to the timing of the two grants funding the project: NYS Construction Grant and the SAMS Grant held by the Town of Mendon. DASNY (SAMS Grant) has not released any funding for 2018. If the Town of Mendon has been given a project number, it is expected DASNY will release SAMS funding by the end of the year. Both parts of the project will be completed once the funding has been released. If the Town of Mendon has not been given a project number, this is a different scenario, and it is possible the funding will be further delayed. It would be helpful to know for the planning process if the Town has received a project number for the SAMS Grant.

Regardless of the timing of the SAMS Grant, the library board has received the funding for the NYS Construction Grant and needs to complete all portions of the Library Construction Grant by June 30, 2019. This includes a portion of the stacks and installation of a closet, as requested by the Town Supervisor.

To that end, the new stacks have been received in the DEMCO warehouse. This shipment includes shelving from the Friends, the NYS Construction Grant, and SAMS Grant. All shelving has been paid for with the exception of the shelving from the SAMS Grant and a small portion of the NYS Library Construction Grant. The Board of Trustees and the Friends have guaranteed payment for the SAMS Grant shelving if the SAMS Grant falls through. Funding is in the Library Board of Trustees bank account for the remaining portion of the NYS Construction Grant shelving. After Oct. 1, a storage fee of \$220 per month will be assessed for storage of the new stacks at the DEMCO warehouse.

The Library Board discussed taking delivery of the stacks immediately vs. paying a monthly storage fee. If we take delivery immediately, an additional installation cost of \$1000 will be accrued to pay to have the installers return to the site to install the shelving. If we store the furniture, the break even date would be February. When considering monthly storage fees vs. additional installation charge. The vast majority of the stacks are a gift from the Friends and are not tied up with the grant funding. A decision needs to be made before Oct. 1st. Laurie will find out if installation is possible before Oct. 1st to avoid the storage fees.

Ideas for removing the old shelving were discussed. Tim would look into the price of steel for scrap. Laurie has talked to a couple of steel scrappers who would remove the shelving for us, and the Board talked about the possibility of the Robotics Club helping with the project.

NEW BUSINESS

New Board Members

There are three positions on the BOT that are either open or will open shortly. Bruce’s resignation left an opening that will require an appointment from the Library Board of Trustees. This unexpired position will be until Dec. 31, 2019. Molly and Larry have reached the end of their tenure at the end of this year due to term limits. Some interest has been generated in the Board positions. To minimize turnover rates for the Board of Trustees the Board discussed amending the bylaws to allow for more than two terms served. The Town will advertise the two openings at the end of the year via the official media channels, and MPL will advertise through their current promotional materials (newsletter, website, and social media).

Meeting was adjourned at 8:00pm.

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

Meeting Date: September 10, 2018
Final Approved Report: September 10, 2018

LIBRARY OPERATING FUNDS

Payment of Claims:

Voucher 2018-09-126 through 2018-09-136 for a total amount of \$4,094.86.

Acceptance of Deposits for Operating Budget:

Date	Check #	Memo	Amount	Deposit
8/23/18		Cash Register Deposit week ending 8/23/18		\$ 365.72
	Cash		\$ 96.90	
	Cash		\$ 268.82	
8/30/18		Cash Register Deposit week ending 8/23/18		\$ 195.25
	Cash		\$ 69.95	
	Cash		\$ 125.30	

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	8/31/2018	\$ 60,774.86	9/7/2018
M&T Eunice Dehmler Frank Fund	8/31/2018	\$ 2,661.25	9/7/2018

Acceptance of Deposits: N/A

Payment of Claims:

Date	Check #	Vendor	Memo	Amount
8/16/18	379	Building Families First, Inc	SRP – African Drumming Program	\$ 150.00
			Total	\$ 150.00