

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**December 3, 2018**  
**7:00 p.m.**

**Approved**

**Present:** Tim Boldt, Anne-Marie Gordon, Craig Moscicki, Molly Ortiz, Cristina Romig, Alicia Zysman-Cromwell

**Others present:** Laurie Guenther (Director), Cynthia Carroll (Town Liaison), Lisa Reniff (Recording Secretary), Bruce Peckham, Steve Melcher, Lisa DeClerck, Andrea Hills, Barb Mueller, Nancy Holtby

**Excused:** Larry Young

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

**Public Comment:** No public comment.

**Town Report: (Cynthia Carroll)**

The Town Board will be handing out hot chocolate and cookies at the HFFD Christmas Parade. The public hearing for the zoning change for Mendon Green is set for December 14th.

As of Friday Town Supervisor John Moffitt had not received any word about the SAM's Grant disbursement of funds document from the state.

The BOT had questions regarding the Town Board's resolution that was unanimously approved at their last meeting. This resolution removed \$50,000 from the library's 2019 operating budget pending resolution of legal issues. It also included a number of caveats. The letter in question is attached to the minutes. The only information that Cindy could give was that the \$50,000 would be given back to the library budget once the project is complete and the money is received from the state.

Per Cindy, John had contacted the State Comptroller's office requesting the best way to proceed with the grant. It was determined by the State Comptroller's office that putting \$50,000 into a reserve account would ensure safety of the tax funds for the Town.

The BOT questioned the statement in the resolution "pending resolution of legal issues places in jeopardy the \$50,000 NYS Grant" and to which legal issues they were referring. Cindy clarified the Town was referring to furniture ordered and delivered that needed to be part of the grant as defined in the proposal. However, it was resolved at the November 5th BOT Meeting that as the furniture in question would be purchased by the Friends, there would not need to be any changes in the grant or Town's plans for implementation of the grant.

There were additional concerns about the vagueness and conditions of the resolution regarding the repayment that ultimately led to questions regarding the legal representation of the Library. Specifically, the italicized portions below were of concern:

'...this amount may in the *sole and unlimited discretion* of the Town Board be restored to the 2019 budget at the completion.... depending in part on whether any actions of the library, its director, staff, BOT or members of the Friends of the MPL *cause cost overruns or unreasonable additional time spent by the town officials or employees.*'

In order to determine the intent of the resolution and resolve the vagueness of the wording, Tim wanted to contact Sheldon Boyce, the Town's attorney and author of the resolution, but it was unclear if the Library would either be allowed to or be charged for this interaction. Cindy will contact Sheldon for that clarification. Later in the meeting she e-mailed board members stating that the Library can communicate with Sheldon at no charge. However it was made clear that Sheldon represented the Town and not the Library in legal matters.

The Town would like a new budget from the library, including the \$50,000 reduction in funding.

Meeting Date: December 3, 2018

Review Date: December 17, 2018 Approved Date: December 17, 2018

Cindy left the meeting at 7:13pm due to illness.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees November 5, 2018, minutes as amended for clarification.

**President’s Report:** (Molly Ortiz)

Tim will talk to Sheldon Boyce to clarify the intent of the resolution.

**Treasurer’s Report:** (Craig Moscicki)

The Financial Report of the MPL Board of Trustees was distributed. The Library’s vouchers, deposits and account transfers were reviewed as well as the Board of Trustee’s account balances and deposits.

It was MOVED, SECONDED, and CARRIED to approve the December 3, 2018, Financial Report for the Mendon Public Library Board of Trustees.

**Corresponding Secretary Report:** (Anne-Marie Gordon) Nothing new to report.

**Director’s Report:** (Laurie Guenther)

The Director’s Report was distributed.

Sr Clerk, Lisa DeClerck was introduced. Lisa has 15 years of experience as a Human Resource Manager and has been providing our Sexual Harassment Training. The Library will be in compliance with NYS by December 31, 2018. Lisa has also been teaching story time on Friday mornings.

It was MOVED, SECONDED, and CARRIED to approve the 2019 Library close dates and 2019 BOT meeting dates as follows:

<b>MPL Close Dates</b>		<b>BOT Meeting Dates</b>
<b>Date</b>	<b>Holiday</b>	
Tuesday, January 1 <sup>st</sup>	New Year’s Day	Monday, Jan 7
Saturday, April 20 <sup>th</sup>	Easter	Monday, Feb 4
Saturday, May 25 <sup>th</sup> Monday, May 27 <sup>th</sup>	Memorial Day	Monday, March 4
Saturday, June 15 <sup>th</sup>	First Saturday Closed in Summer	Monday, April 1
Wednesday, July 3 <sup>rd</sup> (Close at 1pm), Thursday, July 4 <sup>th</sup> Friday, July 5 <sup>th</sup>	Independence Day	Monday, May 6
Monday, September 2 <sup>nd</sup>	Labor Day	Monday, June 3
Saturday, September 14 <sup>th</sup>	Last Saturday Closed in Summer	Monday, July 1
Wednesday, November 27 <sup>th</sup> (Close at 1pm) Thursday, November 28 <sup>th</sup> Friday November 29 <sup>th</sup>	Thanksgiving	Monday, August 5
Tuesday, December 24 <sup>th</sup> Wednesday, December 25 <sup>th</sup> Thursday, December 26 <sup>th</sup>	Christmas	Monday, September 9
Tuesday, December 31 <sup>st</sup>	New Years Eve	Monday, October 7
		Monday, November 4
		Monday, December 2

## **OLD BUSINESS**

### **Wage Adjustment:**

As discussed at previous meetings, the Library Board placed a high priority on adequate pay for Library Staff in 2019. The following is based upon Town of Mendon pay schedules and MCLS pay rates. This will accommodate the 28% increase in minimum wage in recent years.

It was MOVED, SECONDED, and CARRIED to approve beginning with the payroll 26 of 2018: adjust the Sr. Library Clerks wage schedule to a starting pay from \$10.71 per hour to \$12.00 per hour.

The purpose of this adjustment will keep the Senior Library Clerks pay to above NYS minimum wage. This will be part of a two-year plan, raising the starting salary of Library Clerks 3% in 2020 to be \$12.36 per hour, and 3% in 2021 to be \$12.70 per hour, which will satisfy NYS minimum wage laws in 2021.

It was MOVED, SECONDED, and CARRIED to approve beginning with the payroll 26 of 2018; Approve wage adjustments for library staff. Director's pay increase will begin payroll #1, 2019. Wage adjustments will be made based upon COLA, job performance, responsibilities, longevity, and market adjustment. These adjustments are a one-time event.

Director: \$52,627 beginning with payroll #1 2019  
Library Assistant: \$20.05 per hour  
Senior Library Clerks: \$12.00 - \$14.97 per hour  
Library Clerks: \$11.10 per hour  
Library Pages: \$11.10 per hour  
Custodian: \$11.10 per hour

## **NEW BUSINESS**

### **2019 Officers:**

It was MOVED, SECONDED, and CARRIED to approve Cristina Romig as President of the MPL Board of Trustees for 2019.

It was MOVED, SECONDED, and CARRIED to approve Alicia Zysman-Cromwell as Vice-President of the MPL Board of Trustees for 2019.

It was MOVED, SECONDED, and CARRIED to approve Anne-Marie Gordon as Corresponding Secretary of the MPL Board of Trustees for 2019.

It was MOVED, SECONDED, and CARRIED to approve Craig Moscicki as Treasurer of the MPL Board of Trustees for 2019.

### **EOY Budget:**

The year-end financial status was reviewed, and how the surplus should be spent was discussed. With the possibility of the large budget cut being imposed by the Town the funds will be directed toward materials and supplies that might not have funding in next years budget.

### **2019 Budget:**

The Town resolution of cutting \$50,000 from the 2019 budget represents 1/6th of the budget. In order to absorb the large cut the library will need to curtail purchasing of books, magazines, DVDs and programming, as well as potentially closing the library for up to 45 days, in addition to already planned closings. If the Town returns the \$50,000 to the budget, then there will be no need for these cuts.

**Response to Supervisor:**

A response letter concerning the cuts and the grant will be drafted and sent to the supervisor.

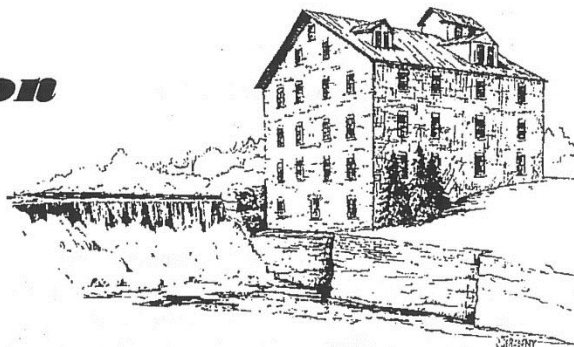
It was MOVED, SECONDED, and CARRIED to Enter Executive Session at 8:25pm to discuss personnel issues.

It was MOVED, SECONDED, and CARRIED to End Executive Session at 9:25pm

**Adjourned at 9:25pm**

# ***Town of Mendon***

*Preserving the Past...  
Protecting the Present...  
Promoting the Future*



November 20, 2018

Molly Brazak  
364 Quaker Meeting House Road  
Honeoye Falls, NY 14472

Alicia Zysman Cromwell  
92 W. Main Street  
Honeoye Falls, NY 14472

Cristina Romig  
885 Cheese Factory Road  
Honeoye Falls, NY 14472

Larry Young  
62 Sycamore Ridge  
Honeoye Falls, NY 14472

Craig Moscicki  
10 York Street  
Honeoye Falls, NY 14472

Anne Marie Gordon  
74 Monroe Street  
Honeoye Falls, NY 14472

Tim Boldt  
67 Hidden Ridge Trail  
Honeoye Falls, NY 14472

Dear Library Board of Trustees:

At its Monday, November 19, 2018 meeting, the Mendon Town Board unanimously passed the 2019 Budget. Subsequent to that, the following resolution was passed unanimously:

BE IT RESOLVED by the Town Board of the Town of Mendon, duly assembled:

1. Pending resolution of legal issues placing in jeopardy the \$50,000 New York State Grant to the Town for improvements to the Town Library, the 2019 budget for the Library shall be reduced by \$50,000.
2. This amount may, in the sole and unlimited discretion of the Town Board, be restored to the 2019 Library budget, at the completion of the improvements funded by the grant, depending in part on whether any actions by the Library, its Director, staff, Board of Trustees, or members of the Friends of the Mendon Library cause cost overruns or unreasonable additional time spent by Town officials and employees.
3. This resolution shall take effect immediately.

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Office of the Supervisor  
16 West Main Street, Honeoye Falls, NY 14472-1199 (585) 624-6061 FAX (585) 624-6065  
[www.townofmendon.org](http://www.townofmendon.org)

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It is the Mendon Town Board's intention to complete the interior renovations to the Mendon Public Library's children's area as planned. However, due to the circumstances surrounding previous purchases in violation of the Town's procurement policy and, after talking to the State Comptroller's office, we have no other choice but to come to the decision of the resolution noted above.

The Town Board has a responsibility to all taxpayers to protect the spending of their tax dollars.

In the adopted Final Budget, the Library's appropriations are \$256,958, and the revenues are \$19,700. Please adjust your budget lines accordingly and submit to my office by December 17, 2018.

Very truly yours,

  
John D. Moffitt  
Supervisor

JDM/mjf

c.c. Town Board  
Town Attorney  
Town Clerk