

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
June 4, 2018
7:00 p.m.

Approved

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

Others Present: Cynthia Carrol (Town Council), Laurie Guenther (Library Director). Lisa Arnold (Recording Secretary)

Excused: Larry Young

Meeting was called to order at 7:03 p.m. by Molly Ortiz.

Public Comment: No Public Comment

Town Report: (Cynthia Carroll)

Work has begun on replacing the roof at 15 Monroe Street. The meeting took place for residents in the town without public water. Very few were interested in pursuing public water. Nothing has been heard with the DASNY Grant. Lights above the YA area have not been replaced.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustee's May 7, 2018.

President's Report: (Molly Ortiz): Molly received one resume from a prospective Board member. She will reach out to the candidate, acknowledging the Board has received the resume. Molly passed around the e-mail about the roof at 15 Monroe Street from Supervisor Moffitt. It is expected this will be complete by the end of June.

Treasurers Report: (Craig Moscicki)

It was MOVED, SECONDED, and CARRIED to approve the Financial report dated June 4, 2018. It was also MOVED, SECONDED, and CARRIED to approve check # 370 from the Board of Trustees to HFMP for Summer Reading prizes. This revises the action discussed at the May 7 meeting, allowing Kelly Paganelli to purchase Summer Reading prizes.

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

Director's Report: (Laurie Guenther)

The Director's Report containing May highlights was distributed and reviewed.

- Thank you to Craig Moscicki and Kelly Paganelli for riding the Monroe County Book Bike in the Mendon Carnival parade. This was well received.
- An Extension for the New York State Public Library Grant was filed. Laurie reminded the group that, regardless of what takes place with the DASNY Grant, the library board is responsible for the construction of the closet and purchasing of furniture, as indicated on the revised NYS Public Library Construction Grant.
- It was MOVED, SECONDED, and CARRIED to approve the hiring of Florence Mast, Lisa DeClerck, and Wendy Wise.

- In preparation for the 2019 Library Operating Budget, Laurie did a presentation on the library clerk's pay compared to other libraries. Highlights of the presentation included the following:
 - The staff is our greatest asset to the library. Having a friendly and well-qualified staff is a cornerstone for the personalized service mentioned in our MPL Branding statement.
 - The existing Personnel Policy addresses pay practices of the library.
 - NYS Minimum wage has increased 28 percent from 2016-2020.
 - The Senior Library Clerk position is a civil service position, requiring at least 60 higher education credit hours or four years' experience in a library. This is not a high school entry-level position.
 - Adoption of a formalized compensation schedule will ensure fair and equitable pay for all.
 - The Board recognized it has worked diligently on the staff's behalf just to stay current with NYS minimum wage laws. While the Board members have worked hard on this, they realize there is more work to be done.
 - The library is required to pay minimum wage. With the large State-mandated increases in minimum wage, by 2020 eight of our clerks will be at minimum wage, despite their longevity working at the library. Eight of our clerks have been at the library for more than ten years.
 - Laurie presented a chart of low vs. high rates for Senior Library Clerks that other Monroe County Libraries are paying. Mendon is at the bottom for both high and low.
 - The Board could consider a market/equity adjustment. This compensation adjustment is not related to performance but intended to correct market or equity disparities created by the increasing NYS minimum wage law.
 - This would require an increase in personnel funding.
 - After discussion, the Board decided this was a high priority and will look at ways to address this problem.
 - The Board would like the percentage of personnel costs compared to total budget for other libraries so they can begin comparisons.

Alicia left at 7:45

Old Business:

Construction Progress:

The Town has not heard any more from DASNY. It was thought that this project would still be approved, despite the time-lag of the project. The Friends voted to cover the cost of the furniture and installation, should the project fall through on the DASNY end. It was thought this scenario was very unlikely, but the Board is grateful and appreciates the Friends' support, so the furniture can be ordered. Several questions were raised, including the following two:

Is the bid the Town accepted still a viable bid, given the time lag of construction?

Have any additional costs been accrued since the construction has not begun yet?

Bruce will convey these questions to the Town.

Recognition of the Friends' Officers:

Everything is on target and ready for the recognition reception. The plaque is in the library. Food has been assigned. The recognition will take place at 6 p.m. sharp, so those attending the second-grade play will have time to go to the play.

Cash Handling Policy:

The cash handling policy was discussed. It was decided two initials of either the clerks or the director was needed on both the morning and evening cash-in/out forms to comply with the auditor’s requirements, and the Board will be notified at the following regular meeting of any mistake over \$100. The policy was tabled until July to verify changes were made to the policy.

New Business:

Fax Policy: It was **MOVED, SECONDED, AND CARRIED** to approve the Mendon Public Library Fax Policy.

By-Laws: A discussion took place about the video conferencing portion of the bylaws. While the Board does not currently need video conferencing, the possibility exists where video conferencing could be useful in the future. It was decided to ask attorney Sheldon Boyce’s opinion on the proposed paragraph.

Gift Acceptance Policy: It was **MOVED, SECONDED, and CARRIED** to approve the Mendon Public Library Gift Acceptance Policy.

The Board decided to hold a vouchers-only meeting at 6 p.m. on June 26 in the Library, and the regular July meeting of the BOT will take place on July 16 at 7 p.m. in the Library. The Board would like to concentrate on budget preparation for 2019 at this meeting.

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

Meeting Date: June 4, 2018

Final Approved Report: June 4, 2018

LIBRARY OPERATING FUNDS

Account Transfers:

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Pages	.120	1200.00	Clerks	.110	1200.00
	Total	\$1,200.00		Total	\$1,200.00

Payment of Claims:

Vouchers 2018-06-77 through 2018-06-91 for a total amount of \$10,436.37.

Acceptance of Deposits:

Date	Check #	Memo	Amount	Deposit
05/10/2018	Cash	Weekly Cash Deposit		224.24
		5/7/18 Cash Out	80.85	
		5/10/18 Cash Out	143.39	
05/17/2018	Cash	Weekly Cash Deposit		309.85

		5/11/18 Cash Out	102.06	
		5/14/18 Cash Out	51.59	
		5/17/18 Cash Out	156.20	
05/24/2018	Cash	Weekly Cash Deposit		273.65
		5/21/18 Cash Out	161.30	
		5/23/18 Cash Out	68.70	
		5/24/18 Cash Out	43.65	
05/31/2018	Cash	Weekly Cash Deposit		172.51
		5/31/18 Cash Out	172.51	
		Total		980.25

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	4/30/2018	\$ 62,482.86	5/7/2018
M&T Eunice Dehmler Frank Fund	4/30/2018	\$ 2,660.36	5/7/2018

Acceptance of Deposits:

Date	Check #	Memo	Amount	Deposit
		No Activity		
			Total	

Payment of Claims:

Date	Check #	Vendor	Memo	Amount
5/21/18	369	VOID	VOID	
6/4/18	370	Honeoye Falls Market Place	SRP Prizes	150.00
			Total	\$ 150.00

The meeting adjourned at 8:15 p.m.