

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**January 8, 2018**  
**7:00 p.m.**

**Approved**

**Present:** Molly Ortiz, Anne-Marie Gordon, Craig Moscicki, Bruce Peckham, Larry Young

**Others present:** Laurie Guenther (Director), Lisa Reniff (Recording Secretary)

**Excused:** Alicia Zysman-Cromwell, Cristina Romig

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

**Public Comment:** No public comment.

**Trustee Communications:**

Bruce attended the town swearing in ceremony. Bruce also talked to John Moffitt regarding the Children's area construction project. The accepted bid is with Javen, a local contractor. The total project is included in the bid (closet and children's area); the Town will re-bill the Library for the closet portion. John communicated with DASNY that we have received and accepted the bid they indicated the project is good to go.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees December 4, 2017 minutes as amended.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees December 18, 2017 minutes.

**President's Report:** (Molly Ortiz)

John Moffitt is in the process of scheduling the replacement of the bulbs and ballasts from a fluorescent to LED in the large lighting fixtures hanging from the ceiling. This should take 2-3 days and the library will not need to close.

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

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

It was MOVED, SECONDED, and CARRIED to approve the January 8, 2018 Financial Report for the Mendon Public Library Board of Trustees.

It was brought to the library's attention that the signature authority for the BOT Checking account at M&T bank was not updated last year even though paper work was filled out. Bruce will contact the bank for clarification.

It was MOVED, SECONDED, and CARRIED to approve the signers for the Mendon Public Library Checking account at M&T; Molly Ortiz, Cristina Romig and Craig Moscicki.

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

## **Director's Report:** (Laurie Guenther)

The Director's Report was distributed and the following was highlighted:

The NYS Library Association Conference will be held in Rochester on November 7-10th. It is a great opportunity for local training and options to volunteer. There is expected discounted rate for trustees.

Laurie reminded the group we will have excess shelving once the new shelving is in place. Bruce will see if the Town needs to declare as surplus equipment. Two options of removing the shelving is selling to a steel scrap company or giving to another library to reuse.

Required paperwork for the NYS Public Library Construction Grant was submitted, verifying the start date of the project.

It was suggested that Ellie Fairchild be hired as a page to do odd jobs thought the year and shelving during the summer.

It was **MOVED, SECONDED, and CARRIED** to hire Ellie Fairchild as Library Page.

The new computers that were previously approved for purchase will need updated software. The MPL is a qualified organization to purchase software via Tech Soup at greatly reduced rates. Skyport will install all software we purchase and keep track of the licensing as we have done in the past. Tech Soup only allows purchasing with a credit card.

It was **MOVED, SECONDED, and CARRIED** to allow the Director to purchase software and licenses critical to operation of library IT operations. The Director is authorized to use her personal credit card as this vendor will not allow MPL purchase orders. The purchase is limited to an amount not to exceed \$1,000. The director will be reimbursed with presentation of receipts. Before committing to the purchase, the Director will first explore license availability through MCLS and review of existing licenses for utilization.

## **OLD BUSINESS**

### **Children's Area Construction:**

The construction project was largely discussed earlier during the Trustee Communications. It was noted that the carpeting was included on the bid document.

## **NEW BUSINESS**

### **Committee Review:**

The 2017 committees list and the contact list were reviewed. It was decided that the committees will stay the same for 2018.

It was **MOVED, SECONDED, and CARRIED** to accept the following committees for 2018:

Personnel; Molly, Cristina, Anne-Marie, Bruce, Alicia  
Budget and Finance; Molly, Craig, Bruce, Larry  
Director will serve as advisory role to both committees.

### **Agenda Calendar:**

The BOT Agenda Calendar was reviewed.

It was **MOVED, SECONDED, and CARRIED** to accept the Trustee Annual Calendar for 2018.

Meeting Date: January 8, 2018

Review Date: February 5, 2018

Approved Date: February 5, 2018

**Conflict of Interest Statement:**

Conflict of interest statements were collected from trustees that were present.

**Mileage Reimbursement:**

It was MOVED, SECONDED, and CARRIED to approve the Federal Mileage rate for 2018 of 54.5 cents per mile for library business.

**Prepayment of Contractual Expenses:**

It was MOVED, SECONDED, and CARRIED to authorize prepayment of contractual utilities such as: water, electric, gas, phone, refuse pickup and copier contract. The actual bills will be reviewed in the following month’s vouchers. Invoices submitted pursuant to this motion will be signed by the Library Director or her designee before being submitted to the Town of Mendon for payment.

**Declaring Surplus:**

It was MOVED, SECONDED, and CARRIED to declare as surplus 3,537 library material in 2017, due to poor physical condition, newer editions available, irrelevant subject matter, misleading content, spacing considerations or availability elsewhere throughout the MCLS system. These materials will be donated to other institutions, gifted to the Friends of the Mendon Public Library or discarded as appropriate.

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

**Meeting Date: January 8, 2018**

**Final Approved Report: January 8, 2018**

**LIBRARY OPERATING FUNDS**

***Payment of Claims:***

Voucher 2019-01-1 through 2018-01-9 for a total amount of \$ 1,745.02.

***Acceptance of Deposits for Operating Budget:***

<b>Date</b>	<b>Check #</b>	<b>Memo</b>	<b>Amount</b>	<b>Deposit</b>
<b>12/21/2017</b>		<b>Cash Register Deposit 12/15-12/21</b>		<b>\$ 373.05</b>
	Cash		\$ 18.05	
	Cash		\$ 134.95	
	Cash		\$ 107. 50	
<b>12/28/2017</b>		<b>Cash Register Deposit 12/22-12/28</b>		<b>\$ 127.70</b>
	Cash		\$ 127.70	
<b>1/04/2018</b>		<b>Cash Register Deposit 12/29/17-1/4/18</b>		<b>\$ 230.80</b>
	Cash		\$ 239.80	
<b>1/08/2018</b>		<b>County of Monroe</b>		<b>\$ 589.00</b>
	1295462	Online fines June 2017 – Nov. 2017	\$ 589.00	

			<b>Total:</b>	<b>\$1,320.55</b>

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:*

<b>Account</b>	<b>Date</b>	<b>Balance</b>	<b>Reconciled</b>
M&T Checking Account	12/31/2017	\$ 63,382.86	1/8/2018
M&T Eunice Dehmler Frank Fund	12/31/2017	\$ 2,659.48	1/8/2018

*Acceptance of Deposits:*

<b>Date</b>	<b>Check #</b>	<b>Memo</b>	<b>Amount</b>	<b>Deposit</b>
1/08/2018		<b>Donation Deposit 12/29/17-1/4/18</b>		<b>\$ 100.00</b>
	1031	donation	\$ 100.00	
		<b>Total:</b>		<b>\$ 100.00</b>

**Adjourned at 7:50pm**