

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
October 1, 2018
7:00 p.m.

Approved

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

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

Excused: None

The meeting was called to order at 7:05 p.m. by Molly Ortiz.

Public Comment:

No Public Comment

Town Report: (Cynthia Carroll)

Supervisor Moffitt is frustrated with the lack of response from the state about the children's area project. Laurie thought that all State grants needed a project number to be considered valid projects. If the grant has a project number, the grant has passed multiple agencies and has an excellent chance of being funded. Cindy will check with Supervisor Moffitt to see if the SAMS grant town has a project number. The Public Library Construction grant lead by the MPL does have a project number.

The town is looking for members for a comprehensive plan steering committee.

The Supervisor has met individually with all Town Board members about the 2019 Town Budget. It is expected a budget vote will take place on November 19th at the Town Board meeting.

The town has approved a bid from a mold mitigation company for work on the old library building. They are also looking at a community block grant for a ramp.

President's Report: (Molly Ortiz)

Molly noted the Town Supervisor has an interested person for appointment to the library board on January 1st. Molly will meet with the Town Supervisor and interview the candidate and will also forward information the Board has on other prospective board members.

IT WAS MOVED, SECONDED and CARRIED to appoint Tim Bolt to fill Brue Peckham's unexpired position ending Dec. 31, 2019 to the Library Board of Trustees.

Tim was reminded he must take the oath of office on or before the next meeting.

Molly noted there was communication between the Town Supervisor and the library staff regarding the lights that are out in the reading area, the YA section, the Circulation desk area, and the aisle. The supervisor was first made aware of the problem on 5/23, a reminder sent on 8/10, and the latest communication was on 9/25.

A communication about the proposed required training for Trustees. Board members are encouraged to send Patty Pulisdo at MCLS their thoughts and concerns.

Approval of Minutes:

It was MOVED, SECONDED and CARRIED to approve September 10th 2018 minutes of the MPL Board of Trustees.

Treasure's Report: (Craig Moscicki)

The financial report was distributed and discussed. A large payment for periodicals was included in this month's disbursement.

It was MOVED, SECONDED and CARRIED to approve the MPL October 1, 2018 financial report.

Recording Secretary: (Anne-Marie Gordon) Nothing new to report.

Director Report: (Laurie Guenther)

New stack project is progressing with the anticipated removal of old shelving on the Friday October 5th, delivery and installation on the Monday October 8th and restocking the shelves on Tuesday October 9th. The Board discussed options for storing the stacks that will be installed after the construction. It was decided if the stacks could be stored on-site this would be the most cost-effective option.

It was MOVED, SECONDED and CARRIED to approve the closure of the Mendon Public Library Friday morning October 5th, Monday October 8th and Tuesday October 9th for the removal old and installation of new bookshelves.

Laurie thought that all employees will need NYS sexual harassment training before the end of the year. Tim confirmed that this was indeed a new NYS law. Cindy will look into if the library can piggyback on what the Town of Mendon is doing for their employees. Laurie will also begin to explore other options, if working with the Town vendor is not an option. Laurie has requested a copy of the Town's personnel policy to use as a model to update the libraries's sexual harassment policy.

OLD BUSINESS

Children's Construction:

The completion of the closet is a high priority for early this year. The constraints of the construction grant required a completion date by June 30th 2019. The urgency of this project will be conveyed to the Town Supervisor.

New Board Members:

Concern about the board's composition was expressed as multiple experienced members are slated to leave due to term limits and resignations. Changing the length of term limits in the by-laws was considered as an option to allow continuity in oversight and operation of the Library.

The Board is continuing to solicit applications for the two anticipated open positions and refer interested parties to the Town of Mendon for consideration.

NEW BUSINESS:

The library's wish list on the website will be updated. New items for this list are requested.

Meeting adjourned at 8:06pm.

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

Meeting Date: October 1, 2018

Final Approved Report: October 1, 2018

LIBRARY OPERATING FUNDS

Payment of Claims:

Voucher 2018-10-137 through 2018-10-150 for a total amount of \$5,720.18.

Acceptance of Deposits for Operating Budget:

Date	Check #	Memo	Amount	Deposit
9/13/2018		Cash Register Deposit week ending 9/13/18		\$ 631.28
8/31/18	Cash		\$ 67.50	
9/7/18	Cash		\$ 318.93	
9/12/18	Cash		\$ 197.35	
9/13/18	Cash		\$ 47.50	
9/20/2018		Cash Register Deposit week ending 9/20/18		\$ 346.48
9/17/18	Cash		\$ 115.00	
9/20/18	Cash		\$ 231.48	
9/27/2018		Cash Register Deposit week ending 9/27/18		\$ 307.35
9/14/18	Cash		\$ 81.35	
9/27/18	Cash		\$ 226.00	

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

Transfer of Funds:

<i>From Account:</i>			<i>To Account:</i>		
<i>Account Number</i>	<i>Name</i>	<i>Amount</i>	<i>Account Number</i>	<i>Name</i>	<i>Amount</i>
.110	Clerks	\$150	.401	Youth Books	\$150
.110	Clerks	\$950	.405	Data Base Subscriptions	\$950
.110	Clerks	\$900	.210	Tech Service	\$900
.120	Pages	\$500	.401	Youth Books	\$500
.220	MCLS Cost Shares	\$300	.440	Xerox	\$300
.428	Training	\$700	.405	Data Base Subscriptions	\$700
9030	Social Security	\$1000	.401	Youth Books	\$1000
Total		\$4500			\$4500

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: N/A