

Mendon Public Library Board of Trustees Meeting

Mendon Public Library
April 1, 2019
7:00 p.m.

Approved

Present: Craig Moscicki, Tom Ochsenhirt, Cristina Romig, Alison Zero Jones, Alicia Zysman-Cromwell

Others Present: Cynthia Carroll (Town Liaison), Laurie Guenther (MPL Director), Lisa Reniff (Recording Secretary), Henry Moscicki

The meeting was called to order at 7:00 p.m. by Cristina Romig.

Public Comment:

No Public Comment

Town Report:

The Public Participation Planning Citizens Committee Meeting was held on March 19th and was well attended. The next regular committee meeting will be held on April 30th. Town brush pickup will begin on April 29th. The Semmel Rd. Tennis court are now open after refurbishment. The High School is using them while their new courts are under construction.

Approval of Minutes:

It was MOVED, SECONDED and CARRIED to approve March 4, 2019 minutes of the MPL Board of Trustees.

President's Report: (Cristina Romig)

Documents Cristina received this month regarding the closet construction were handed out. This included the draft invoice the Town approved from Javen Construction for the storage closet in Jan. 2018 and invoices from LaBella for soft costs, that were due in August 2018. Several questions arose about specific costs from Javen. This is the first time the Trustees have seen this information. The hard costs of the closet construction is more costly than anticipated. The group suggested that Tim Boldt could talk to Sheldon and clarify the costs. Cristina will work with Tim on obtaining explanations of the costs. While the Town is in charge of the project, the Board of Trustees is responsible for the costs of the closet and the soft costs of the project. Clarification is needed for final submittal of the grant.

Construction has been moving along smoothly, although the only barriers to the construction area are barriers the library staff installed. The library had a play mat and a desk to put at the entrance to the children's area. There is no barrier by the closet construction area.

Treasure's Report: (Craig Moscicki)

The financial report that included the Library transfer of funds between accounts, vouchers, cash deposits, and BOT bank account balances since the last meeting was distributed and reviewed.

It was MOVED, SECONDED and CARRIED to approve the April 1, 2018 MPL Financial Report.

It was MOVED, SECONDED and CARRIED to approve check #383 for \$94.00 and check #384 for \$3,051.00 to LaBella Associates, this is for soft costs associated with the storage closet and construction area.

Director's Report: (Laurie Guenther)

The Director's Report was distributed.

A patron was sent and received a letter that banned the patron from the library for a year on the grounds of violation of the code of conduct policy.

It was MOVED, SECONDED and CARRIED an affirmation that the Board of Trustees supports a letter was sent to a patron, banning them for one year for misuse of the library.

It was MOVED, SECONDED and CARRIED to approve the recommendation of hiring Katrina Allen and Deb Donahoe for \$12.10 per hour.

Alison's social media tutorial was very helpful to the library staff.

M&T funded the Summer Reading Program at \$1,000 level. The Library is in the process of meeting with other potential sponsors and donors to raise the funding to the needed level.

OLD BUSINESS

Children's Area Construction:

The construction project was discussed earlier in the meeting.

Review of Long Range Strategic Plan:

The board will look into updating the wording of the current 2019-2023 Long Range Strategic Plan this summer. It was suggested that possibly Anne-Marie might be willing to take this on as a project during the summer.

Specialized Cleaning Jobs:

The need to have emergency cleaning of the bathrooms or other areas was decided to have the library's staff receive extra pay for those situations instead of a costlier option of hiring a cleaning company. The Library will still have the option to hire a cleaning company depending upon the situation and staffing.

It was MOVED, SECONDED and CARRIED to approve a double hourly rate for specialized cleaning jobs. All double rate jobs must be approved by the Library Director.

NEW BUSINESS

Board of Trustee Committees:

The Board to Trustee committees were discussed and the following were assigned:

Personnel - Anne-Marie Gordon, Cristina Romig, Alicia Zysman-Cromwell

Budget - Craig Moscicki, Tom Ochsenhirt, Alicia Zysman-Cromwell

Marketing - Cristina Romig, Alison Zero Jones

Legal - Tim Boldt

The Library Director will act as an advisory member on each of the committees.

Public:

None

Meeting adjourned at 7:47pm.

Financial Report
Mendon Public Library Board of Trustees

Meeting Date: April 1, 2019
Final Approved Report: April 1, 2019

LIBRARY OPERATING FUNDS

Account Transfers: n/a

Payment of Claims:

Vouchers 2019-04-34 through 2019-04-47 for a total amount of \$4,222.50.

Acceptance of Deposits:

Date	Check	Memo	Amount	Deposit
3/7/2019		Cash Register Deposit week		\$ 279.65
	Cash	Cash register deposit for period ending 3/2/19	\$ 113.55	
	Cash	Cash register deposit for period ending 3/7/19	\$ 166.10	
3/14/2019		Cash Register Deposit week		\$ 335.82
	Cash	Cash register deposit for period ending 3/11/19	\$ 182.15	
	Cash	Cash register deposit for period ending 3/14/19	\$ 153.67	
3/21/2019		Cash Register Deposit week		\$282.65
	Cash	Cash register deposit for period ending 3/18/19	\$ 139.30	
	Cash	Cash register deposit for period ending 3/21/19	\$ 143.35	

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	2/28/2019	\$ 50,456.44	3/11/2019
M&T Eunice Dehmler Frank Fund	2/28/2019	\$ 2,662.57	3/11/2019

Acceptance of Deposits:

Date	Check	Memo	Amount	Deposit
3/8/2019		Summer Reading Program		\$ 1,000.00
	90034939	M&T Charitable Foundation	\$ 1,000.00	

Payment of Claims:

Date	Check Number	Amount	Vendor	Notes
3/27/2019	383	\$94.00	LaBella Associates	Invoice 94142
3/27/2019	384	\$3,051.00	LaBella Associates	Invoice 92928