

Mendon Public Library Board of Trustees Meeting

Mendon Public Library
May 6, 2019
7:00 p.m.

Approved

Present: Tom Ochsenhirt, Cristina Romig, Allison Zero-Jones, Alicia Zysman-Cromwell

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

Absent: Tim Boldt, Anne-Marie Gordon, Craig Moscicki

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

Public Comment:

No Public Comment

Town Report:

Cynthia reported that the Comprehensive Plan Steering Committee met with the LaBella Engineers. Future meetings are on June 18, July 16 and August 20, at 6 pm with a public forum on September 17th at 7 p.m. Renovations inside the old library at 15 Monroe Street are almost complete. The Town is researching plans to use the building as a recreation center.

Approval of Minutes:

It was MOVED, SECONDED and CARRIED to approve the April 1, 2019 minutes of the MPL Board of Trustees.

President's Report: (Cristina Romig)

A discussion took place about the library construction. It was noted the project is behind schedule, yet the deadline for completion of the project remains firm. By June 30, the storage closet must be complete, and the library must have a fully operational children's area.

The Library Board is requesting that the Town have a final walk through and sign off on the project before shelving is installed. This will ensure the construction portion of the project is complete to the Town's satisfaction before shelving is installed. Cindy will communicate with John the need to finish the project ASAP, so grant requirements can be met.

The invoice from Javen Construction the library received was discussed. Cindy clarified that the project quote was approved by the Town Board in Jan. 2018, without an itemized break-down of specific costs. The breakout of specific costs was done at a later date and given to the Library Board last month.

Following last meeting, Cristina reported that Tim Boldt talked to Sheldon. Sheldon indicated it was acceptable to talk to Javen Construction directly regarding the costs of the closet. Cristina contacted Javen to discuss the cost breakdown of the closet. The Library Board hoped to receive an explanation of the amounts and what the categories represent. Cristina specifically asked about the costs regarding the cleanings and the public protection. In the discussion with Javen, Cristina learned that the Town approved the final bid, as a total project, without the actual breakdown of costs. The breakdown of costs was made at a later time and represent a portion of the total project. The costs indicated in the bill the Library Board received are not an actual representation of specific actual hours/labor for the closet. It is understood that commercial projects are more costly than residential projects.

Despite the questions from the Library Board, the Library Board are fully aware they have committed to paying the final costs and will not contest the costs since the bid was approved by the Town Board. The Javen construction bill the Library Board received from the Town will need to be paid directly to Javen to fulfill the NYS Public Library Grant requirements. To avoid any delays and losing the grant money, the Library Board made the following motion:

It was MOVED, SECONDED and CARRIED to approve the writing of a check for \$19,298 to Javen Construction withholding it until we receive a Certificate of Occupancy from the Town of Mendon. Once this is complete, the check will be mailed to Javen Construction to avoid any delays in finishing the grant requirements. This check will be written from the Library Board of Trustees checking account.

There are still some details to finish on the closet, including painting and the final walk through. The children's area construction is nearing completion. The carpeting is in and a second coat of paint might need to be applied.

The staff has been great at coming in at 7am to open the building to accommodate the construction workers if they chose to work.

Treasurer's Report: (Cristina Romig)

The financial report attached to these minutes was reviewed.

Derek West, owner of the Honeoye Falls Market Place and Mendon Meadows Market, generously donated \$2500 to the MPL 2019 Summer Reading Program. This program will be fully funded by generous donations.

It was MOVED, SECONDED, and CARRIED to approve the May 6, 2019 MPL Financial Report.

Director's Report: (Laurie Guenther)

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

A quote for installation of the new shelving for the children's area was obtained from Clark Moving. This is the same company used for the installation of the fiction shelving.

It was MOVED, SECONDED and CARRIED to approve using Clark Moving and Storage for the shelf installation for \$2,560.

After the completion of the construction, the library is creating a plan for the existing furniture. In planning for these changes, many items were found to be not of use, worn, or outdated.

It was MOVED, SECONDED and CARRIED to declare all the listed items in the Director's Report to be declared surplus: wood desk, 6 units of steel shelving, 3 small bookcases, blue sofa and loveseat, 2 units of shelving, each with six double-sided sections and endcaps, train table, 3 tall bookcases, 3 short stools, 3 tall stools, 2 hexagon desks.

A heavy-duty commercial train table was presented for purchase for the children's area. The current train table is very popular but does not hold up to the usage it receives at the library. While the proposed train table is expensive, we won't need to replace it on a yearly basis. A commercial grade table will allow for future continued use. It was also noted that these costs were already included in the plan for the children's area.

It was MOVED, SECONDED and CARRIED to approve \$3794.50 for new train table from Demco.

OLD BUSINESS

Children's Area Construction:

Topic was discussed earlier.

Public:

None

Meeting adjourned at 7:40pm.

Financial Report Mendon Public Library Board of Trustees

Meeting Date: May 6, 2019

Final Approved Report: May 6, 2019

LIBRARY OPERATING FUNDS

Account Transfers: n/a

Payment of Claims:

Vouchers 2019-05-48 through 2019-05-62 for a total amount of \$3,628.83.

Acceptance of Deposits:

Date	Check	Memo	Amount	Deposit
4/4/2019		Cash Register Deposit		\$698.66
	Cash	Cash register deposit for period ending 3/25/19	\$ 131.90	
	Cash	Cash register deposit for period ending 4/1/19	\$ 298.76	
	Cash	Cash register deposit for period ending 4/4/19	\$ 268.00	
4/11/2019		Cash Register Deposit		\$307.80
	Cash	Cash register deposit for period ending 4/8/19	\$ 181.80	
	Cash	Cash register deposit for period ending 4/11/19	\$ 126.00	
4/18/2019		Cash Register Deposit		\$316.35
	Cash	Cash register deposit for period ending 4/15/19	\$ 207.65	
	Cash	Cash register deposit for period ending 4/18/19	\$ 108.70	
5/2/2019		Cash Register Deposit		\$482.90
	Cash	Cash register deposit for period ending 4/22/19	\$ 102.10	
	Cash	Cash register deposit for period ending 4/29/19	\$ 220.40	
	Cash	Cash register deposit for period ending 5/2/19	\$ 160.40	

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	3/31/2019	\$ 51,456.44	4/10/2019
M&T Eunice Dehmler Frank Fund	3/31/2019	\$ 2,662.80	4/10/2019

Acceptance of Deposits:

Date	Check	Name	Memo	Amount	Deposit
5/2/2019	3008	RICAR Supermarket	2019 Summer Reading Program Sponsorship		\$ 2500.00

Payment of Claims:

Date	Check	Name	Memo	Amount
4/19/2019	385	Kelly Paganelli	2019 SRP Lanyards	\$ 47.76
5/3/2019	386	Copy Town	2019 SRP Posters	\$ 43.00

