

Mendon Public Library Board of Trustees Meeting

Mendon Public Library

June 3, 2019

7:00 p.m.

Draft

Present: Tim Boldt, Cynthia Carroll (Town Liaison), Anne-Marie Gordon, Craig Moscicki, Tom Ochsenhirt, Cristina Romig, Alison Zero-Jones

Others Present: Laurie Guenther (MPL Director), Emily Brincka (Recording Secretary)

Absent: Alicia Zysman-Cromwell

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

Public Comment:

No public comment

Town Report: (Cynthia Carroll)

The Town is getting bids to paint the Town Hall and replace the gutters, and it is considering replacing the roof at the Highway Department. The Semmel Road tennis courts will be striped. The Town road work is continuing. The Steering Committee did not meet in May.

Approval of Minutes:

In the May 2019 minutes, Cynthia Carroll requested revised wording to: "**Town is researching plans for use of 22 Monroe Street building as a rec center.**"

It was MOVED, SECONDED and CARRIED to approve the May 2019 minutes of the MPL Board of Trustees with the above amendment.

President's Report: (Cristina Romig)

The project is almost complete. Cristina reported she received an e-mail notice from John Moffitt on May 20 noting substantial completion of the project. We believe that notice was indicating the Town's portion of the project is complete. Shelving was installed after the notice from the Town, but the installers needed some brackets to secure the shelving to the wall in the children's room. Laurie expects the brackets will arrive soon and the installers can finish the project. This will be a long-awaited and large improvement to children's services at the library.

Cristina questioned the process to complete the grant. Laurie stated the invoices and check numbers have been uploaded to the NYS Library Development site. Photos will also need to be uploaded to the site. Once this is complete, NYS Library Development will review for completeness. When the NYS Library Development deems the project has been completed to their satisfaction a FS-10-F for final payment of \$1750 will need to be filed. The project needs to be complete no later than June 30, with paperwork completed by July 30. Once the FS-10-F is filed, it will probably take a month to receive the outstanding payment to the Library Board.

A discussion took place as to when the Town of Mendon will reinstate the \$50,000 from January 2019. Cynthia stated the tax revenue was withheld from the Library 2019 budget to guarantee that tax dollars did not go to the project. It is assumed, since the SAMS grant lead by the Town of Mendon is complete, the paperwork will be filed, if it hasn't already been filed. Cynthia will follow up with the Town officials to see if the final filing of the SAMS grant has taken place or when the filing will take place. Cindy thought that once the grant monies were received the Town would reinstate the \$50,000 to the library budget. It is fully understood that the Town will file all paperwork as the final steps for the SAMS grant.

The Library Board is optimistic all funding will be restored. However, concern exists that if the funding is not reinstated, the Library Board of Trustees will need to make adjustments in spending to accommodate a reduced budget. Cindy will request this be put on the Town agenda for the next Town Board meeting. In addition the Board of Trustees will send an official letter requesting a timeline for restored funding. Anne Marie, as corresponding secretary, will draft and send the letter. An electronic copy of the Library Board's request will go out, followed by a hard copy. The Board will review the budget again at the next meeting once they know the timeline for restored funding. It was noted that the MPL will need to plan for operational adjustments for the remainder of 2019.

Cristina would like to do a review of the project at the next meeting Board members are encouraged to think about what went well and what could be improved upon now that the project is complete.

Treasurer's Report: (Craig Moscicki)

Javen refunded \$850.00 since they never bonded for our project but had charged for it.

Clark Moving might come in under budget, so did they did not want a first check. Another, possibly lower, check will need to be approved for them when they submit their final bill.

M&T Bank flagged the Eunice Demler Savings account as inactive due to no activity. This account was a memorial for a past trustee, but the account now earns only cents each month in interest. Laurie will look for information about its opening and if any restrictions were applied. Trustees agreed to reactivate it for now but want to see if there are any restrictions on how to move, combine, or change accounts. Craig will take the reactivation form to M&T and ask for the account's opening date.

The financial report attached to these minutes was reviewed.

It was MOVED, SECONDED, and CARRIED to approve the June 3, 2019, MPL Financial Report.

Corresponding Secretary's Report: No updates.

Director's Report: (Laurie Guenther)

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

The Little Free Libraries are open in Mendon. The Mendon Public Library is partnering with the Women's Fire Auxilliary for this project.

Eight hundred books were distributed by Kelly Paganelli, Craig Moscicki, and Craig's kids at the Mendon Carnival parade.

Partners with the Little Free Library staffed the carnival booth on Saturday. The Book Bike was well received at the Mendon Carnival and parade.

The Mendon Garden Club donated the plants to the library grounds.

The Monroe County Library System announced their policy that all libraries are smoke and drug free.

Our Mendon Public Library electronic newsletter has a 41% open rate (typical is 10-15%). We have had 113 new subscribers during the past year.

A couple applicants are being considered to replace Sally Snow; both are Rochester area residents.

Mendon Public Library might be scheduling a volunteer night soon. (Best time: Weeknights after 7. Avoid: 5pm-6pm time frame and avoid weekends.)

The storage closet is complete.

NEW BUSINESS

Most trustees are available July 1, so the next meeting date of July 1 will stand. Tom personally thanked Deric for his donation to the library, as did Alison when she saw him at the store.

Wednesday, June 19, is the Children’s Area Update Preview Party from 5 p.m. – 7 p.m. A family band will play music; the Friends of Mendon Public Library will have a craft activity for children who attend. If trustees are available, they are encouraged to attend this event and/or the opening celebration of the 2019 Summer Reading Program on Wednesday, June 26, at 5:30 p.m.

OLD BUSINESS

Children’s Area Construction:

Topic was discussed earlier.

Meeting adjourned at 7:43pm.

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

Meeting Date: June 3, 2019

Approved: June 3, 2019

LIBRARY OPERATING FUNDS

Account Transfers: n/a

Payment of Claims:

Vouchers 2019-06-63 through 2019-06-76 for a total amount of \$10,449.65.

Acceptance of Deposits:

Date	Check	Memo	Amount	Deposit
5/9/2019		Cash Register Deposit		\$225.66
	Cash	Cash register deposit for period ending 5/6/19	\$ 106.15	
	Cash	Cash register deposit for period ending 5/9/19	\$ 119.51	
5/16/2019		Cash Register Deposit		\$308.00
	Cash	Cash register deposit for period ending 5/13/19	\$ 110.85	
	Cash	Cash register deposit for period ending 5/16/19	\$ 197.15	
5/24/2019		Cash Register Deposit		\$214.55
	Cash	Cash register deposit for period ending 5/20/19	\$ 92.50	
	Cash	Cash register deposit for period ending 5/23/19	\$ 122.05	

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	4/30/2019	\$ 48,311.44	5/10/2019
M&T Eunice Dehmler Frank Fund	4/30/2019	\$ 2,663.02	5/10/2019

Acceptance of Deposits: n/a

Date	Check	Name	Memo	Amount	Deposit
6/3/2019	72393	Javen Construction			\$850.00

Payment of Claims:

Date	Check	Name	Memo	Amount
5/7/2019	387	Clark Moving & Storage	Shelving (remove old, install new)	\$ 2,560.00
5/7/2019	388	Javen Construction	Closet construction	\$ 19,298.00
5/7/2019	389	Demco	Children's area furniture/storage	\$ 3,794.58