

Mendon Public Library Board of Trustees Meeting

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

Approved

Present: Tim Boldt, Anne-Marie Gordon, Craig Moscicki, Tom Ochsenhirt, Cristina Romig, Alicia Zysman-Cromwell, Alison Zero-Jones

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

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

Town Report:

No town report.

Approval of Minutes:

It was MOVED, SECONDED and CARRIED to approve the June 3, 2019 minutes of the MPL Board of Trustees.

President's Report: (Cristina Romig)

No President's report.

Treasurer's Report: (Craig Moscicki)

The financial report attached to these minutes was reviewed.

It was MOVED, SECONDED, and CARRIED to approve the July 1, 2019, MPL Financial Report attached to these minutes.

Craig took the reactivation form to M&T to get the savings account reactivated.

Corresponding Secretary's Report (Ann Marie Gordon):

The Library Board of Trustees requested the Town of Mendon reinstate the \$50,000 of 2019 operating budget funds that were withheld pending completion of the Children's area within the project's budget. The Town has reinstated these funds to the 2019 Library Operating Budget.

Director's Report: (Laurie Guenther)

The Director's Report was distributed and reviewed.

Ants have been found in the building. All food has been sealed or removed. Ant traps have been placed where permitted. Cristina Romig will request the Town do an exterior ant extermination.

150 reading logs distributed since start of SRP.

Rich Magic Man's attendance was well attended and the library's extra open space allowed for the many attendees. We had approximately 125 people attend.

At Director’s Council meeting the New York State Public Health Law 1399 prohibiting smoking or vaping within 100 feet of a public library was brought up. A representative from The American Lung Association offered a donation of free signs for libraries. Laurie gave the library logo to the representative per their request for them to make signs for our library. These signs will be provided free of charge. It is our understanding the Town will take care of putting up the signs. Cristina will verify with Mr. Moffitt. We will review a no smoking policy at our next meeting.

Our annual report was flagged because of the number of trustees and when the terms began. Laurie will talk to Library Development to clarify what they are questioning.

Strategic plan - Deferred. Requested a draft from the Corresponding Secretary.

OLD BUSINESS

Strategic Plan: Anne-Marie will draft a revised Strategic Plan for the Board to Review.

Construction wrap up: A timeline of the children’s area construction process was distributed for review.

Public Comment:
No public comment

Move to enter exec session:
It was MOVED, SECONDED and CARRIED to move to Executive Session for the purpose of discussing a harassment claim with staff member.

Meeting and Executive Session adjourned at 8:10PM.

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

Meeting Date: July 1, 2019
Approved Date: July 1, 2019

LIBRARY OPERATING FUNDS

Account Transfers:

Expenditure Detail, Reinstatement of \$50,000 in Library Operating Budget		
Deposit To:		
Account Number	Account Name	Amount
.110	Library Clerks	\$19,096.00
.120	Pages	\$1,500.00
.130	Custodian	\$1,772.00
.160	Library Assistant	\$3,160.00
.200	Software	\$2,500.00
.230	Hardware	\$430.00
.400	Adult Books	\$5,150.00
.401	Youth Books	\$3,700.00

.404	Periodicals	\$2,250.00
.405	Database Subscriptions	\$700.00
.406	Recordings	\$1,750.00
.407	Tapes	\$1,768.00
.409	Visiting Artist	\$712.00
.410	Office Supplies	\$1,350.00
.427	Mileage/Dues	\$500.00
.428	Training	\$100.00
.450	Utilities	\$1,000.00
.455	Custodial Supplies	\$170.00
.460	Building/Main Repair	\$400.00
9030	Social Security	\$1,992.00
		\$50,000.00

Payment of Claims:

Vouchers 2019-07-77 through 2019-07-88 for a total amount of \$3,602.18.

Acceptance of Deposits:

Date	Check	Memo	Amount	Deposit
6/6/2019		Cash Register Deposit		\$ 431.10
	Cash	Cash register deposit for period ending 5/30/19	\$ 170.55	
	Cash	Cash register deposit for period ending 6/3/19	\$ 105.85	
	Cash	Cash register deposit for period ending 6/6/19	\$ 154.70	
6/13/2019		Cash Register Deposit		\$ 257.30
	Cash	Cash register deposit for period ending 6/10/19	\$ 99.85	
	Cash	Cash register deposit for period ending 6/13/19	\$ 157.45	
6/20/2019		Cash Register Deposit		\$ 175.55
	Cash	Cash register deposit for period ending 6/17/19	\$ 74.95	
	Cash	Cash register deposit for period ending 6/20/19	\$ 100.60	
6/27/2019		Cash Register Deposit		\$ 267.00
	Cash	Cash register deposit for period ending 6/24/19	\$ 96.50	
	Cash	Cash register deposit for period ending 6/27/19	\$ 170.50	

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	5/31/2019	\$ 31,422.68	6/10/2019
M&T Eunice Dehmler Frank Fund	5/31/2019	\$ 2,663.24	6/10/2019

Acceptance of Deposits: n/a

Payment of Claims:

Date	Check	Name	Memo	Amount
6/27/2019	390	Kevin Bailey	SRP-6/27 program "Tornado Ts"	\$ 150.00
6/27/2019	391	Niki Januzzi	SRP-6/27 Yoga at MPL	\$ 50.00

6/27/2019	392	Kelly Paganelli	SRP-craft supplies	\$ 95.00
6/27/2019	393	Richard Stein	SRP-6/26 "Rich the Magic Man" show	\$ 200.00
7/1/2019	394	HFMP	SRP-6/17 supplies	\$ 18.75