

**Mendon Public Library Board of Trustees Meeting**

**Mendon Public Library**

**August 26, 2019**

**7:00 p.m.**

**Approved**

**Present:** Anne-Marie Gordon, Craig Moscicki, Tom Ochsenhirt, Alicia Zysman-Cromwell, Alison Zero-Jones

**Others Present:** Laurie Guenther (MPL Director), Lisa Reniff (Recording Secretary)

The meeting was called to order at 7:00 p.m. by Alicia Zysman-Cromwell.

**Public Comment:**

No Public Comment

**Approval of Minutes:**

It was MOVED, SECONDED and CARRIED to approve August 5, 2019 minutes of the MPL Board of Trustees with slight grammatical changes.

**President's Report:** (Alicia Zysman-Cromwell)

No report.

**Treasurer's Report:** (Craig Moscicki)

The financial report was distributed and discussed.

It was MOVED, SECONDED and CARRIED to approve the August 26, 2019 MPL Financial Report including the vouchers totaling \$6,231.86 and checks #407-#414 from the BOT M&T Checking account.

**Secretary's Report:** (Anne-Marie Gordon)

Anne-Marie will send correspondence to the Supervisor and Town Board regarding the BOT proposed 2020 budget.

**OLD BUSINESS**

**2020 Operating Budget:**

A 2020 Budget worksheet was distributed and reviewed. The working budget provided a 2.4% over 2019 increase. This worksheet includes mandatory minimum wage increases and COLA/merit for other staff. The \$5,000 reduction in materials, which was made in 2019, was not restored in this worksheet. Mandatory replacement of technology equipment that has reached end-of-life and will no longer be supported are included in the working budget proposal. We will need upgrades to the WiFi filtering appliance. Windows 7 will no longer be supported at the end of 2019. Several increases are contract mandated, including managed service contract and MCLS cost shares. The Board thinks it is prudent to allow for a small increase in utilities, especially with heavy usage of the building. The Library staff re-distributed the workload to allow for a 50% cut in page hours. Social Security and Medical/Dental increased. The charge back for the Town bookkeeper increased 22.9%. The Board felt this is a realistic and conservative budget while maintaining our current level of services to our patrons. The expenses of the 2020 budget worksheet totaled \$314,495. This is a 2.4% increase over 2019 budget.

Craig and Cristina received an email from Supervisor John Moffitt requesting a 2% increase in the library budget from last year or \$313,097 for the library operating budget of 2020. This amount would require a \$1,398 cut from the working budget. It was strongly felt the \$314,495 budget accurately reflects the expected expenses of the library in 2020. Submission of a lower number would not be an accurate assessment of our mandatory expenses.

It was MOVED, SECONDED and CARRIED to approve the 2020 Mendon Public Library Board supported proposed budget of \$314,495, which accurately reflects expected expenditures in 2020. The Board also approved a contingency

budget of \$313,097 per the Supervisor’s request. The Library Board is confident the budget of \$314,495 is fiscally responsible and supports the library’s current program offerings.

**NEW BUSINESS**

**Special Projects:**

Replacement of remaining old shelving to match the new shelving was discussed and the quote was reviewed. This will be done to make assure all shelving is safe for our patrons. Funding will be taken from private funds in the BOT account earmarked for library enhancements. All shelving is NYS contract pricing or below NYS contract and matches our new shelving.

It was **MOVED**, **SECONDED** and **CARRIED** to approve allocating \$22,000 toward the purchase of shelving for the library from Demco.

**Public:** None

Meeting adjourned at 8:15p.m.

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

**Meeting Date: August 26, 2019**

**Approved Date: August 26, 2019**

**LIBRARY OPERATING FUNDS**

*Account Transfers:* none

*Payment of Claims:*

Vouchers 2019-09A-105 through 2019-09A-115 for a total amount of \$6,231.86.

*Acceptance of Deposits:*

| <b>Date</b>       | <b>Memo</b>                                     | <b>Check</b> | <b>Amount</b> | <b>Deposit</b>   |
|-------------------|---|--------------|---------------|------------------|
| <b>08/08/2019</b> | <b>Cash Register Deposit</b>                    |              |               | <b>\$ 241.38</b> |
|                   | Cash register deposit for period ending 8/6/19  | Cash         | \$ 140.73     |                  |
|                   | Cash register deposit for period ending 8/8/19  | Cash         | \$ 100.65     |                  |
| <b>08/15/2019</b> | <b>Cash Register Deposit</b>                    |              |               | <b>\$ 284.85</b> |
|                   | Cash register deposit for period ending 8/12/19 | Cash         | \$ 152.60     |                  |
|                   | Cash register deposit for period ending 8/15/19 | Cash         | \$ 132.25     |                  |
| <b>08/22/2019</b> | <b>Cash Register Deposit</b>                    |              |               | <b>\$ 361.45</b> |
|                   | Cash register deposit for period ending 8/22/19 | Cash         | \$ 361.45     |                  |
|                   | <b>Total:</b>                                   |              |               | <b>\$ 887.68</b> |

*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:***

| <b>Account</b>                | <b>Date</b> | <b>Balance</b> | <b>Recon-<br/>ciled</b> |
|-------------------------------|-------------|----------------|-------------------------|
| M&T Checking Account          | 7/31/2019   | \$ 27,155.35   | 8/8/2019                |
| M&T Eunice Dehmler Frank Fund | 7/31/2019   | \$ 2,663.69    | 8/8/2019                |

***Acceptance of Deposits: N/A******Payment of Claims:***

| <b>Date</b> | <b>Check</b> | <b>Name</b>              | <b>Memo</b>                             | <b>Amount</b>     |
|-------------|--------------|--------------------------|---|-------------------|
| 8/19/2019   | 407          | Fruition Seeds           | SRP – Sharing Seeds 8/6                 | \$ 135.00         |
| 8/19/2019   | 408          | Kelly Paganelli          | SRP – Supplies and Prizes               | \$ 135.63         |
| 8/19/2019   | 409          | Building Families First  | SRP – African Drumming and Storytelling | \$ 175.00         |
| 8/19/2019   | 410          | CCE Monroe County        | SRP – Food Preservation 8/13            | \$ 50.00          |
| 8/19/2019   | 411          | Bridges for Brain Injury | SRP – Wildlife Rock Stars 8/14          | \$ 300.00         |
| 8/19/2019   | 412          | Niki Januzzi             | SRP – Full Moon Yoga 8/14               | \$ 50.00          |
| 8/19/2019   | 413          | HFMP                     | SRP – Prize and Volunteer reception     | \$ 98.99          |
| 8/28/2019   | 414          | Brian Yanish             | SRP – Junk Re-Thunk                     | \$ 150.00         |
|             |              |                          | <b>Total</b>                            | <b>\$1,094.62</b> |