

Mendon Public Library Board of Trustees Meeting

Mendon Public Library

August 5, 2019

6:00 p.m.

Approved

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

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

The meeting was called to order at 6:00 p.m. by Cristina Romig.

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.

President's Report: (Cristina Romig)

The ants in the building were sprayed and they have not returned.

The American Lung Association is in the process of giving the library some signs. Cristina will notify the Town when they arrive in case they wish to use them.

The *Sentinel* published an article featuring the new Children's area with a picture to the Town Board.

Treasurer's Report: (Craig Moscicki)

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

This month many checks were written for the 2019 Summer Reading Program that was generously underwritten by Derek West, owner of Honeoye Falls Market Place and Mendon Meadows MarketPlace. M & T Bank also sponsored the Summer Reading Program.

It was MOVED, SECONDED and CARRIED to approve the August 5, 2019 MPL Financial Report including the acceptance of the deposit from the Library Construction Grant in the amount of \$1,751.

Secretary's Report: (Anne-Marie Gordon)

The Long-Term Plan Report and the comments were reviewed. Anne-Marie will work on a draft for the Board to review.

Director's Report: (Laurie Guenther)

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

A new high-end TV Cart was purchased and installed by Deb and Emily. This cart was purchased because of the heavy use it receives.

The Library is working with the school district on a new digitization project for the high school lobby. This collaboration allowed the school to save a substantial amount of funding by using our files.

There has been a warning sent out from MCLS about someone who has been going through different libraries' online information looking for copyright violations and serving those libraries with an order to pay or be sued. MPL has gone through its website and deleted any images that may be in violation. Over the past few years our staff has been verifying that images used have no copyright attached to them and are not overly concerned.

OLD BUSINESS

Strategic Plan:

As mentioned earlier, Anne-Marie will finalize a draft for the Board to review.

Smoking/Vaping/Cannabis Policy:

A new Tobacco Use Policy was distributed based on the guidelines presented by the American Lung Association.

It was **MOVED**, **SECONDED** and **CARRIED** to approve the Mendon Public Library Tobacco Use Policy as amended.

NEW BUSINESS

2020 Operating Budget:

A starting point budget for 2020 was distributed to review, showing small increases in some utilities (phone, garbage collection) and some hardware purchases that will be needed. A description about what the library was able to do in the past year and what concerns for the upcoming year was included. The discussion included fines and fees for the library. Since not many people carry cash with them, Cristina will help the staff look into getting credit card payments available at the library.

A budget workshop will be held August 26th at 7:00 to finalize the budget to be submitted to the Town.

Public: None

6:50 Alison Zero-Jones and Cynthia Carroll arrived.

Town Report: (Cynthia Carroll)

The Town Supervisor would like the library budget by the end of the month and would like the increase to be no more than 2%.

Meeting adjourned at 6:50 p.m.

Financial Report
Mendon Public Library Board of Trustees

Meeting Date: August 5, 2019
Approved Date: August 5, 2019

LIBRARY OPERATING FUNDS

Account Transfers: none

Payment of Claims:

Vouchers 2019-08-89 through 2019-08-104 for a total amount of \$4,875.43.

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
7/11/2019	Cash Register Deposit			\$ 457.33
	Cash register deposit for period ending 7/8/19	Cash	\$ 273.70	
	Cash register deposit for period ending 7/11/19	Cash	\$ 183.63	
7/25/2019	Cash Register Deposit			\$ 554.52
	Cash register deposit for period ending 7/15/2019	Cash	\$ 90.80	
	Cash register deposit for period ending 7/17/2019	Cash	\$ 169.15	
	Cash register deposit for period ending 7/19/2019	Cash	\$ 94.10	
	Cash register deposit for period ending 7/25/2019	Cash	\$ 200.47	
7/25/2019	Online Fines Deposit			\$ 661.00
	Monroe Co. Check 1327372		\$661.00	
8/1/2019	Cash Register Deposit			\$ 236.25
	Cash register deposit for period ending 7/29/2019	Cash	\$ 98.80	
	Cash register deposit for period ending 8/1/2019	Cash	\$ 137.45	

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	6/30/2019	\$ 28,478.10	6/30/2019
M&T Eunice Dehmler Frank Fund	6/30/2019	\$ 2,663.46	6/30/2019

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
7/12/2019	NYS Public Library Construction Grant			\$ 1,751.00
	NYS Dept Tax & Fin. Check # 07263581	Check	\$ 1,751.00	
			Total:	\$ 1,751.00

Payment of Claims:

Date	Check	Name	Memo	Amount
7/9/2019	395	Jardin Terrarium	SRP – Tiny Terrarium program 7/8	\$ 100.00
7/11/2019	396	Triston Kroll	SRP – Spanish story time 7/11	\$ 50.00
7/19/2019	397	Laurie Guenther	Library Enhancements – TV roller stand	\$ 337.91
7/16/2019	398	Laura Jackett	SRP – Papermaking program 7/16	\$ 190.00
7/22/2019	399	Linda Schmackpfeffer	SRP – Baby Sing, Sign & Play 7/18	\$ 55.00
7/15/2019	400	HFMP	SRP – Babysitting class pizza 7/15	\$ 54.92
7/15/2019	401	Sue Sherer	SRP – Croquet program 7/15	\$ 100.00
7/22/2019	402	Omnipresent Puppet Theater	SRP – Theater Show 7/30	\$ 225.00
7/25/2019	403	Karen DeWitt	SRP – Library Music Story time 7/25	\$ 50.00
7/25/2019	404	Kelly Paganelli	SRP – Supplies for craft programs 7/30	\$ 28.96
7/30/2019	405	The Wondermakers	SRP – Interactive show 7/30	\$ 175.00
8/1/2019	406	Laughing Gull Chocolates	SRP – Chocolate program 7/29	\$ 125.00
			Total	\$ 1,491.79