

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**February 5, 2018**  
**7:00 p.m.**

**Approved**

**Present:** Molly Ortiz, Craig Moscicki, Bruce Peckham, Cristina Romig, Alicia Zysman-Cromwell

**Others present:** Cynthia Carroll (Town Council), Laurie Guenther (Director), John Moffitt (Town Supervisor) Lisa Reniff (Recording Secretary), Danny Bassette, Noah Adams (Boy Scout)

**Excused:** Anne-Marie Gordon, Larry Young

Meeting was called to order at 7:00 p.m. by Molly Ortiz

**Public Comment:** No public comment.

**Town Report:** (Cynthia Carroll) John Moffitt has accepted two construction bids with Javin Construction. The children's area construction is not to exceed \$50,000, and the NYS Construction grant that includes a storage closet \$35,000.

**Town Supervisor Communication:** (John Moffitt)

Replacement of the large overhead light facets and bulbs will begin on Tuesday the 13th. The town has coordinated use of the school's lift. The current florescent bulbs will be replaced with LEDs that will be brighter and more cost efficient. The bulbs will have a 5-year lifespan. The cost of the bulbs is around \$900 and will be taken from the Town's budget.

The Town has hired Pat Washington as a part-time staff to take on odd jobs and building repairs. Requests for Pat's services may be made through John Moffitt or Bud Smith, preferably through John Moffitt.

The town will be proceeding with roof repairs on the old library. They are currently accepting bids for cleaning the building and a new roof on the 1970's addition.

It was estimated that the construction of the children's area would start on March 1<sup>st</sup>. The town board would give approval of the contract at the board meeting on Feb 12<sup>th</sup>. This includes all contracts for construction and furniture. The Town Board will need to approve the SAMS Grant furniture and the Library Board will approve the NYS Library Construction grant furniture. Once the Town Board approves the project the Library Board can go ahead and approve the quotes for furniture from the NYS Library Construction Grant. John has been in communication with NYS regarding the intermingling of grants for the furniture and fixtures and is expecting a response back.

Concern was raised about the timeline for ordering the furniture. Laurie noted the furniture has a 12-14 week lead time for orders to arrive, then 8-10 weeks are needed to schedule delivery and installation. The furniture quotes need to be accepted quickly to provide smooth completion of the project before the busy summer season.

The children's area will not have shelving, once construction begins. The Town would remove the shelving in advance of the project, most likely to 15 Monroe St. The shelves would first be offered to RRLC, and other non-profit organizations. If they are to be thrown away; John cautioned against putting in the dumpster for the contractors, it might be an additional expense.

The soft costs are not currently finalized. The project will be using the firm of LaBella as a project engineer.

John estimated the cost of the closet not to exceed \$14,000 - \$15,000.

John reiterated after discussion with the Comptrollers office, that the accepted practice is to spend funding within the limits of line items, if possible to plan ahead, anticipate expenses, and move funding around with a motion before the actual vouchers are approved. Funding should be moved a meeting prior to the expenditures being approved. This is to guard against municipalities spending more money than they actually have.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees January 8, 2018 minutes as amended.

**President's Report:** (Molly Ortiz)

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

The Financial Report of the MPL Board of Trustees was distributed. The Library's vouchers and deposits were reviewed as well as the Board of Trustee's account balances and deposits.

It was MOVED, SECONDED, and CARRIED to approve the February 5, 2018 Financial Report for the Mendon Public Library Board of Trustees.

M&T bank has approved the officers as signers of the BOT checking account.

**Director's Report:** (Laurie Guenther)

The Director's Report was reviewed.

The children's area construction was discussed during the Town Supervisor's report.

A summary of library activities for 2017 and 2016 was discussed. The Library continues to have a very strong visitation and circulation rate. There was noted a slight shift of circulation of physical to electronic materials.

The new Winter Hours with an earlier open and close during the week have more positive than negative responses.

The Friends officers are stepping down at the next meeting, February 12th. They have been unable to find others to take a leadership role in the organization. It is becoming more difficult to find volunteers in today's climate leading to other types of leadership roles and cutting back activities and meetings.

**OLD BUSINESS**

**Children's Area Construction:**

The construction project was largely discussed earlier during the Supervisor's Communication.

**NEW BUSINESS**

**NYS Annual Report:**

The 2017 NYS Annual Report was reviewed; previous summary was discussed in the Director's Report.

It was MOVED, SECONDED, and CARRIED to approve NYS Annual Report of the Mendon Public Library pending receipt of Monroe County Library System information.

**Strategic Plan:**

The updated Strategic Plan was reviewed.

It was MOVED, SECONDED, and CARRIED to reaffirm the Long Range Plan 2016-2021.

**May K Houck Grant:**

It was MOVED, SECONDED, and CARRIED to approve a letter to May K. Houck Foundation.

**Collection Management Policy:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library’s Collection Management Policy.

**Library Programs Policy:**

It was MOVED, SECONDED, and CARRIED to approved the Mendon Public Library’s Library Programs Policy.

**Citizen’s Participation in the Library Policy:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library’s Citizen’s Participation in the Library Policy.

**Social Media Policy:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library’s Social Media Policy.

**Public Comment:** Dan Bassette inquired when the approved policies will be available online. He was informed they would be uploaded to the website in a couple days.

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

**Meeting Date: February 5, 2018**

**Final Approved Report: February 5, 2018**

**LIBRARY OPERATING FUNDS**

***Payment of Claims:***

Voucher 2018-02-10 through 2018-02-22 for a total amount of \$3,700.42.

***Acceptance of Deposits for Operating Budget:***

<b>Date</b>	<b>Check #</b>	<b>Memo</b>	<b>Amount</b>	<b>Deposit</b>
<b>1/11/2018</b>		<b>Cash Register Deposit 1/8-1/11</b>		<b>\$ 495.91</b>
	Cash		\$ 224.05	
	Cash		\$ 187.00	
	Cash		\$ 84. 86	
<b>1/18/2018</b>		<b>Cash Register Deposit 1/15-1/18</b>		<b>\$ 264.45</b>
	Cash		\$ 163.75	

Meeting Date: February 5, 2018

Review Date: March 5, 2018

Approved Date: March 5, 2018

	Cash		\$ 100.70	
<b>1/25/2018</b>		<b>Cash Register Deposit 1/22-1/25</b>		<b>\$ 283.18</b>
	Cash		\$ 113.25	
	Cash		\$ 169.93	
<b>2/1/2018</b>		<b>Cash Register Deposit 1/29-2/1</b>		<b>\$ 320.20</b>
	Cash		\$ 163.10	
	Cash		\$ 118.15	
	Cash		\$ 38.95	
		<b>Total:</b>		<b>\$ 1,363.74</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>Reconciled</b>
M&T Checking Account	12/31/2017	\$ 63,382.86	1/8/2018
M&T Eunice Dehmler Frank Fund	12/31/2017	\$ 2,659.48	1/8/2018

*Acceptance of Deposits: N/A*

*Payment of Claims: N/A*

**Adjourned at 8:25 pm**