

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

**Approved**

**Present:** Anne-Marie Gordon, Molly Ortiz, Craig Moscicki, Cristina Romig, Larry Young, Alicia Zysman-Cromwell

**Others present:** Cynthia Carroll (Town Council), Laurie Guenther (Director), Lisa Reniff (Recording Secretary)

**Excused:** Bruce Peckham

Meeting was called to order at 7:05 p.m. by Molly Ortiz

**Public Comment:** No public comment.

**Town Report:** (Cynthia Carroll)

Work has begun on the new water district at W. Bloomfield Rd and Smith Rd. There was a meeting in April for those in the town without public water.

Repairs to the roof on the old library will start within a month.

John Moffitt called Rich Funke's office to update him on the status of the project. Rich Funke's office checked into the delay in approval of the DASNY Grant. One more signature is needed before work can commence.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustee's April 9, 2018, minutes as amended.

**President's Report:** (Molly Ortiz) Friend's recognition gathering is scheduled for June 14, 2018 from 6-7pm. The gathering theme is 'Sweet as Pie' with pie being served. Molly will plan on a short recognition, followed by a meet and greet.

**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 Financial report dated May 7, 2018 as presented.

**Corresponding Secretary's Report:** (Anne-Marie Gordon) A thank you note was sent to John Moffitt regarding the LED lighting upgrade at the library.

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

The Director's Report containing April programing highlights, library management topics and Friends summary was distributed and reviewed.

- The Library received unofficial notice from Rich Funke's office that the MPL will receive \$5,000 in NYS bullet aid this year. Bullet aid is additional funding above the legislator's work in the budget process to help support libraries. Typically, this funding is separate from the library operating budget and State Aid, which is required by law.
- The library received \$5,000 grant from the May K. Houck Foundation for patron enhancements. This brings their lifetime total to \$47,000.
- At the request of the town, the library will file civil service paperwork directly to Monroe County.
- An extension was submitted for the Public Library Construction Grant funds as was requested by the NYS Library Development. Funds are allocated on a one-year basis and must be completed within three years per NYS law.
- The Little Library project, led by the Ladies Firemen Auxiliary, is progressing. They are reaching out to Boy Scout and Girl Scout troops for possible Eagle or Gold award collaborations. They will also be hosting the Monroe County Book Bike at the Mendon Carnival.
- Mim Arnold is resigning to take a full-time position at the Penfield Library. A new job will be posted to fill her vacancy.
- There will be a 1.5% increase in cost shares with MCLS this year.
- Award winning author Jason Reynold will be coming to the High School on May 17<sup>th</sup>. Copies of his books are available at the library.

## **OLD BUSINESS**

### **Children's Area Construction:**

The progress is stalled while waiting for NYS approval. As discussed in the Town Report, John Moffitt had called Rich Funke's office to update him on the status of the project. Rich Funke's office checked into the delay in approval of the DASNY Grant. One more signature is needed before work can commence.

### **Recognition of Friends Officers:**

As discussed earlier the Friends Recognition will be held on June 14<sup>th</sup> at 6pm.

### **Security and Technology Disaster Recovery Plan Policy:**

It was MOVED, SECONDED, and CARRIED to approve the Security and Technology Disaster Recovery Plan Policy.

### **MPL Computer Use and Safety Policies:**

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

### **MPL Payroll Processing Procedures:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Payroll Processing Procedure.

**MPL Audit Claims Process/Procedure:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Audit Claims Process/Procedure.

**NEW BUSINESS**

**MPL Cash Handling Policy:**

The approval of the Cash Handling Policy was tabled until next meeting.

**MPL Procurement Policy:**

Most procurement policies cited NYS law.

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

**Round Table:**

Anne Marie was awarded Honorable Mention in Rochester Regional Library Council’s library of the year.

**Public Comment:** None

**Adjourned at 7:50pm**

**FINANCIAL REPORT  
Mendon Public Library Board of Trustees**

**Meeting Date: May 7, 2018**

**Final Approved Report: May 7, 2018**

**LIBRARY OPERATING FUNDS**

*Payment of Claims:*

Voucher 2018-05-60 through 2018-05-76 for a total amount of \$4,292.79.

*Acceptance of Deposits for Operating Budget:*

<b>Date</b>	<b>Check #</b>	<b>Memo</b>	<b>Amount</b>	<b>Deposit</b>
<b>4/12/2018</b>		<b>Cash Register Deposit 4/5-4/12/2018</b>		<b>\$ 441.89</b>
	Cash		\$ 275.85	
	Cash		\$ 166.04	
<b>4/19/2018</b>		<b>Cash Register Deposit 4/12-4/19/2018</b>		<b>\$ 322.74</b>
	Cash		\$ 172.69	
	Cash		\$ 74.85	
	Cash		\$ 51.05	
	Cash		\$ 24.15	
<b>4/26/2018</b>		<b>Cash Register Deposit 4/19-4/26/2018</b>		<b>\$ 242.55</b>
	Cash		\$ 213.30	
	Cash		\$ 29.25	

<b>5/3/2018</b>		<b>Cash Register Deposit 4/26-5/3/2018</b>		<b>351.99</b>
	Cash		\$ 215.25	
	Cash		\$ 136.74	
		<b>Total:</b>		<b>\$ 1,359.17</b>

The above funds were deposited to the Town Controlled accounts, and financial reports were forwarded to the Town of Mendon.

<b>Transfer from:</b>	<b>Transfer to:</b>	<b>Amount</b>
.403 Reference	.401 Youth Books	\$500.00
.426 Publicity Printing	.410 Office Supplies	\$150.00

## BOARD OF TRUSTEE ACCOUNTS

### *Account Balances:*

<b>Account</b>	<b>Date</b>	<b>Balance</b>	<b>Reconciled</b>
M&T Checking Account	4/30/2018	\$ 62,482.86	5/7/2018
M&T Eunice Dehmler Frank Fund	4/30/2018	\$ 2,660.36	5/7/2018

### *Acceptance of Deposits:*

**MOTION:** to accept check #T7853676 from the Houck Foundation for \$5,000.00, to be deposited in the BOT checking – May K. Houck. This may be used for enhancements to directly benefit patrons in the library not covered by the operating budget.

### *Payment of Claims:*

**MOTION:** to approve check #367 to Demco for \$333.00 for Summer Reading Program prizes from the M&T Summer Reading Program Grant.

**MOTION:** to approve check #368 to American Custom Engravers for \$125.00 for a wall plaque to honor officers of the Friends of the Mendon Public Library, to be taken from *Unrestricted funds*.