

**Regular Meeting of the Town of Mendon Library Board of Trustees**  
**Tuesday, November 1, 2011**

Approved

**Board Members present:** *Risa Bennett, Molly Brazak, Denise Dickinson, Heather Greene, Bruce Peckham, Mark Rowe, Stephanie Tolan*

**Board Members excused:** *Margaret Bailey, Heather Huntington, Larry Young*

**Others:** *Laurie Guenther (Library Director), Lydia Archer (Recording Secretary), Danny Bassett*

The meeting was called to order at 7:26 pm by Molly Brazak, after a "Meet and Greet" with the Friends of the Mendon Public Library, who were meeting at the same time.

**Public Comment:** none

**Town Report & Construction Report:** none

**Friends Report:** (*Laurie Guenther*) From the first part of book sale, the Friends have received about \$3000; this week, the books will be half-price on Friday with a bag-sale on Saturday.

**Approval of Minutes:** The Minutes of the October 4, 2011 meeting were APPROVED as amended.

**President's Report:** (*Larry Young sent his report in writing*) The Board discussed Larry Young's report, which addressed expense reductions necessary to offset anticipated revenue shortfalls in 2011 and 2012. Bruce Peckham MOVED that the President's report be accepted as written by Larry Young; it was SECONDED and APPROVED. The President's report included two resolutions dealing with the budget shortfall. They were approved as amended (the Board agreed to substitute the 26<sup>th</sup> for the 23<sup>rd</sup> of December).

**RESOLUTION:** Based upon a shortfall in anticipated fee revenue at the Mendon Public Library, due to reduced patronage during the construction project, the following modified schedule will be adopted through 12/31/2011 which is part of a broader austerity program. Additional closings will be: November 11 (Veterans' Day), November 25, 26 (Thanksgiving), December 26 (Christmas), December 30 (New Year's). Modify Monday through Friday openings from 9:00 am to 9:30 am. Close on Saturday at 2:00 pm rather than 4:00 pm. The changes will begin on November 7. Resolution was APPROVED.

**RESOLUTION:** The 2012 Mendon Public Library Operating Budget includes a two percent increase in funding. However, based upon increased mandated expenses, the following reduction of hours will become permanent as of January 1, 2012: Modify Monday through Friday opening from 9:00 am to 9:30 am. Close on Saturday at 2:00 pm rather than 4:00 pm. Resolution was APPROVED.

A draft letter, written by Larry to patrons to explain the budget shortfall, extra closings, and moderately reduced hours, was also discussed.

In his report, Larry reminded officers of the MPL BOT to let him know if they would like to step down from their current position prior to the December meeting; also, anyone who is interested in an officer position. It was MOVED, SECONDED, and APPROVED that the BOT table the remainder of the President's report (size of BOT) until the next meeting, which will be an extra meeting in November. BOT members were encouraged to visit Heather Huntington.

**Treasurer's Report:** (*Bruce Peckham*) It was MOVED, SECONDED and CARRIED that vouchers 11-11-196 to 11-11-212, be approved, for a total of \$3443.72. MOTION was MADE, SECONDED and APPROVED, to approve check # 231 from the BOT M & T Bank checking account, for \$600 payable to Seneca Park Zoo Society, for the Butterfly Beltway, installed as part of the Summer Reading funding secured from M and T Bank.

**Corresponding Secretary's Report:** (*Denise Dickinson*) No letters were written this month.

**Director's Report:** (*Laurie Guenther*) Laurie emphasized a few highlights from her report: Mendon had the highest monthly increase in circulation last month in the MCLS system – a 17% increase. Last month, 1,490 Mendon residents visited the Mendon library and used their library card here. Laurie met with each of the staff individually, to discuss effects of budget considerations. Tom Romig of Musicik has donated and installed three helpful technical features at Mendon Library: a remote camera in the children's non-fiction room, (Laurie is also interested in having one at the back of non-fiction area), a voice on hold (waiting for phone system), and a white noise feature. The Capital Campaign has scheduled a gala scheduled for Feb 11, 2012, with opportunities for BOT members' participation; the upcoming Murder Mystery Dinner has only 2 tickets left! - and may net as much as \$1000 for the Library. The driveway will be paved tomorrow. A brief discussion regarding plowing and shoveling of the library property took place. Laurie also pointed out that the Library has not purchased any new materials this month – only the books already ordered are coming in.

**Committee Reports:**

**Budget Committee Report:** - The Budget Committee will continue to be looking for ways to make up the deficit. We need to be pro active – to find ways to return to the level of service we want the library to provide. The next Town Board meeting is a hearing regarding the Town Budget.

**Old Business:** MOTION was MADE, SECONDED, and APPROVED: to accept Larry Young's letter to patrons regarding 2011 and 2012 reduced hours.

The date and time of the extra November meeting will be determined by email. Larry;'s suggested date of November 21<sup>st</sup> will not work for many BOT members. (a quorum could not be arranged, the budget committee met in lieu of the complete Library Board 12/7/11).

Our next regular meeting is Tuesday, December 4, 2011.

Public Comment: none.

**Adjournment of meeting at 8:12 pm.**

Respectfully submitted by Lydia E. Archer