

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

Approved

**Board Members present:** *Margaret Bailey, Risa Bennett, Molly Brazak, Denise Dickinson, Bruce Peckham, Mark Rowe, Stephanie Tolan, Larry Young*

**Board Members excused:** *Heather Greene, Heather Huntington*

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

The meeting was called to order at 7:16 pm.

**Public Comment: none**

**Town Report & Construction Report:** (*Shari Stottler*) Construction of the new library is ongoing. After input from the Library Board, the Town Board rejected change order for additional copier. The Town Board approved change order for additional wiring for wireless, and fireplace vent.

**Friends Report:** (*Laurie Guenther*) The Friends funded a Systems analysis for the new library. This will include both existing equipment and future equipment needs. Present equipment is very old, as most technology purchases were expected when we move into the new library. Stephanie Tolan brought in a donated computer tonight, and suggested the systems analysis also include looking at a thin client solution. Not many construction grants have been applied for at Rundel, which gives us a better chance of receiving one; furniture and technology needs could be gotten with such a grant - but we would need matching funds, possibly from the Capital Campaign.

**Minutes of the Previous Meeting:** The Minutes for the February 1, 2011 meeting were APPROVED, as amended, with one abstention, due to absence.

**President's Report:** (*Larry Young*) Larry was unable to go to recent construction meetings. There are lots of little finishing issues. The inside of the building is changing daily at this point. Town supervisor John Moffitt applied for NYS Parks and Recreation monies (Larry wrote supporting statements) for help with trees and shrubs. The Town Board would like to see us administer the moving project, including distribution of RFP for move.

Discussion on the actual move: The cost could be \$25-30K for professional movers, quite a bit higher than estimated. Some movers claim to specialize in library moving, but could be expensive if coming from far away. Laurie Guenther is thinking that, with professional movers, the library staff would be in a supervisory role to make sure things are put in order. Laurie expects we'll be closed for 2 weeks with professional movers, but without professional mover, we may need a month. Many library movers use book carts. She expects we will need the driveway paved and good weather, although most movers claim they can do it in inclement weather. Most movers estimate a week, then staff needs time on each side to do their part.

Question of funding the move was discussed. It was decided to send out the RFP and see what the cost comes back at. Plan of action: First, solicit moving companies for quotes. We can talk to other libraries recently moved and get names of excellent movers. An RFP could be presented to the Town Board on March 15th for approval; then we solicit bids for a mover, and have bids back by April 15th. If we get an RFP for moving, we will have to be on target for when we move.

Discussion of construction schedule: A move in date for the new library was discussed. The Board of Trustees will recommend to the Town Board, the new library is to be operational by June 27. This is the first day of Summer Reading Program, which is funded with a grant from M and T Bank.

The Board did not want to jeopardize this grant. This date will also allow enough time to submit final paperwork for the NYS Construction Grant. All paperwork must be submitted no later than 30 days past July 1, 2011. Paperwork includes; check number, amount, vendor, and a short description of the item. All costs must be hard costs.

Library Development does not get involved with the definition of "substantially complete." According to the bid documents, the project must be completed by the 4 primes by June 15, or the contractor will pay the town penalty fines. Tom Voorhees will issue a Certificate of Occupancy. Punchlist does not need to be complete before a Certificate of Occupancy is given. We agreed to send our recommendation to the Town Board, that we want to open on June 27th, This will also assume the library will have at least two weeks prior to move the library. The library will move the T1 lines during the week of June 20th.

Some discussion reviewing the size of the board.

**Treasurer's Report:** (*Bruce Peckham*) It was MOVED, SECONDED and CARRIED that vouchers 11-3-39 to 11-3-57 be approved, for a total of \$3697.71 (approx. \$2300 are library materials expenses, \$800 for utilities). January 31st checking account balance: \$7098.94 includes 2 years of Summer Reading Program donation, Savings account balance: \$2638.90, earning .34 for the month.

**Corresponding Secretary's Report:** (*Denise Dickinson*) no report

**Director's Report:** (*Laurie Guenther*) See Laurie's written report. Laurie has sent out a request to other libraries for donated shelving. Wood Library and Geneseo may have shelving available for us after their current moves (we are in line for them). We need to determine when our library location will be a "not-valid" location for Holds to be sent to or received from other libraries in the county. (Patrons will request a different library to pick up their Holds.) Most likely this will be from mid-May to end of July, as Library Automation Systems is having a major upgrade to the software on Memorial Day.

**Committee Reports:**

\*Celebration Committee: (Charlie, Dawn, Laurie, Mark, Risa and Molly) have not yet met. Molly Brazak suggests having people pay \$25 to come to the celebration. Or should it be a family program with a story teller? Laurie Guenther suggests having both. We could have two separate events possibly on the same day - a day-long family celebration with story teller, and then a fundraising evening food event. General approval of this idea.

\*Technology Committee: should meet ASAP after the needs assessment is done.

**Old Business:**

\*Director-Trustee Training: rescheduled for March 5, 2011, at 1-5 pm at Chili Public Library - Larry Young, Bruce Peckham, and maybe Molly Brazak will be going.

\*Meeting with Sean Hanna: April 14th, 10 am, Rundel Board Room

\*Employee Staffing for Capital Campaign - Review Progress: Emily Brincka was hired to help with Capital Campaign tasks as discussed at the last BOT meeting.

\*Discussion on unexcused meeting absence.

**New Business:**

Annual Report for Public Libraries: is posted on the web. NYS requires us to report on capital fund, even though money is housed in Town accounts. Notes of interest: We own 48K items. Circulation was about 97,000 items across our desk in 2010. We are up in staffing - from 5.31 fte to 6. This includes maintenance and cleaning staff. The Library is open 56 hours per week. MOTION was MADE,

SECONDED and CARRIED to approve the 2010 NYS Annual Report for Public Libraries. The report needs to include the date that the trustees took their oaths of office - Laurie will contact Jim Merzke to come to the next meeting.

Review of 5 year Strategic Plan: highlighted sentences: 1- change to "review" not review/replace, 2- take out i.e.audio-visuals technologies, 3- no change, 4- "enhance, etc"- delete newsletters, add social networking. Under Facility: "In 2011, Mendon Library will etc." Discussion on measurement under services and programs: "Achieve greater than 25%". Under Funding: Measurement: change to 2013. Communications measurement: ?? Risa will revamp the 5-Year Strategic Plan for our next meeting.

RFP: Once John Moffitt and Sheldon Boyce have reviewed the RFP for moving, we will need to look it over and approve quickly.

It was MOVED, SECONDED and CARRIED to amend the M&T banking accounts for checking and savings: to remove Mark Rowe from the accounts and add Bruce Peckham.

Public Comment: none.

**Adjournment of meeting at 9:10 pm.**

Respectfully submitted by Lydia E. Archer