

Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, April 5, 2011

Approved

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

Board Members excused: *Risa Bennett*

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

The meeting was called to order at 7:25 pm.

Public Comment: none

Town Report & Construction Report: *(Shari Stottler)* In the construction, the biggest thing is the water hook-up which will happen at least two weeks from now. Timing is dependent on DOT, water authority, contractors. The library will have to close for a day or two (worst case a week). Bruce Peckham asked about the Town's suggested transfer of \$10K of funds for moving expenses to the Library account (suggested at the recent Town meeting). Bruce Peckham suggested, and all agreed, that it would be better to wait until we know what the amount will really be: \$10K may be very short of what we need. Shari said there will be a meeting on the bond tomorrow - any monies spent above what is spent already will come out of the bond. The question was raised as to how much of the contingency is still left. Shari answered that, regardless of the contingency, any additional expenditures will be bonded. We are definitely under budget still.

Friends Report: Laurie Guenther said the Friends are providing support for the Capital Campaign. The 2011 officers are: Lisa Hochgraf, President; Jill Keller, VP; Luisa Laniak, Treasurer; April Mays, Secretary, and Stephanie Livingston-Heywood, Membership Chairman. The Capital Campaign Committee has held two breakfasts so far, with another one tomorrow and one in May along with an option of a night time event. The Friends will honor Ron Knight next Tuesday, April 12, at 6-7 pm here at the library: we have purchased several history books in his name, which will feature book plates. The Friends will start selling tickets for Flags, Books, and Bands; an event which will be held on May 30th after the parade. Also, Bev Shaffer has made a donation of library book bags, which will be on sale soon.

Minutes of the Previous Meeting: The Minutes for the March 1, 2011 meeting were APPROVED.

President's Report: *(Larry Young)* The library sent out 25 solicitations of bids for the move, of which 10 contractors came to an onsite meeting. Follow-up documentation was produced for all interested bidders after the site meeting. This is a prevailing wage project according to Sheldon Boyce. The shelves currently stored by the Town of Mendon may be set up by our highway dept – which needs clarification (Scott would be able to check out the way to assemble them at St John Fisher – Laurie Guenther will talk to Bud). Laurie said the library staff is determining what the bare minimum of needed shelving is: they will work on assessing this when the water hook-up shuts the library. Larry said it is clear that the Mendon Town Board really does not want volunteers or library employees physically involved in the move of the books. .

Larry said he may not be here for the next Board of Trustees meeting in May.

Some noteworthy events: Bruce & he went to Chili for the rescheduled Library Trustees Seminar, where they learned that we will have an increase of \$4500 of MCLS cost shares (one of the smallest increases in the county), which we will need to budget for next year.

Treasurer's Report: *(Bruce Peckham)* It was MOVED, SECONDED and CARRIED that vouchers 11-04-58 to 11-04-81 be approved, for a total of \$5652.28. March 31, 2011 checking account balance: \$7098.94, savings account balance: \$2639.54, earning .34 for the month.

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

Director's Report: (*Laurie Guenther*) Proposals are sent out to contractors to fund opening programs for the new library. The funding could be used to host a traveling art display and butterfly garden as part of the opening festivities.

Laurie also reported we have researched fire extinguishers, and will need a separate company to do inspections 4 times a year.

Library Automation Systems of MCLS will be doing a major CARL upgrade on Memorial Day weekend. We will be closed on May 27, so we will need to add it to our close dates. The MOTION was MADE, SECONDED, and CARRIED to close Mendon Public Library on Friday, May 27, (we will open again on Wednesday, June 1st).

The communication lines are being moved.

Laurie would like the Board of Trustees to consider what policies we might want to have for the new building, and draft policies before the move. Examples might be food policy, study room policies, etc. Board of Trustees will discuss the issues at a policy committee meeting at 7:15 pm April 19, here, and then present suggestions to the Board of Trustees at our May meeting.

The revenue enhancement committee might also want to meet before our May meeting, to discuss whether more revenue enhancement could be done with move into the new building. We may need a sponsorship policy - if we want to use any sponsors for website, digital signage, etc.. Also, many libraries have a coffee nook which operates on an honor policy, i.e., granola bars and snacks at Chili, as a revenue enhancement.

Technology quotes are in process.

The Capital Campaign is in the process of approaching several possible public campaign chairs. .

Laurie distributed the annual report, which is also on the website.

Committee Reports:

*Celebration Committee: Molly Brazak– A celebration is planned for Friday, July 29th, at the Rabbit Room, from 7-10 pm, which will cost \$50 per adult. There will be food, tasting plus, - it will hopefully develop into an annual family event. As it is a Trustee-sponsored event (not Friends), the Trustees will front the costs and, if any is earned, will donate it to the cause. There is also a “sneak peak” planned for donors the day before opening.

Old Business:

*Re-vamping the 5 year Strategic Plan was tabled until our next meeting as Risa Bennett is not here.

*Meeting with Sean Hanna: April 14th, 10 am: Larry cannot go, can someone else?

New Business:

Larry Young requested that Board of Trustees members review the Mendon Library vision and mission statements over the next month and discuss next time.

Public Comment: none.

Adjournment of meeting at 8:45 pm. Next meeting will take place Tues. April 26, at 6 p.m. in the Library meeting room. The purpose of the meeting will be to review/interview moving contractors.

Respectfully submitted by Lydia E. Archer