

Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, May 3, 2011

Approved

Board Members present: *Margaret Bailey, Risa Bennett, Molly Brazak, Denise Dickinson, Heather Greene, Heather Huntington, Bruce Peckham, Mark Rowe*

Board Members excused: *Stephanie Tolan, Larry Young*

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

The meeting was called to order at 7:20 pm by Molly Brazak.

Public Comment: Julia Rowe is here observing as part of a Social Studies project for school.

Town Report & Construction Report: *(Shari Stottler)* Construction is still coming along well. The drop ceiling will be installed soon, the cherry woodwork is going up; there are no water issues. Inside work should be completed soon. Landscaping will begin when the weather breaks. Landscaping completion should not affect move in. Tom Voorhees is planning the preliminary walk-through with the General Contractor at end of May; the punch list will be prepared at this time. The date for the ribbon-cutting ceremony is tentatively scheduled for Tuesday evening July 19th, 7 pm. (Library will be open June 27th). Laurie added that she is very impressed with the construction meetings - everyone attending is paying attention to details. The paint coverage problem is being addressed by the manufacturer of the siding.

Friends Report: *(Shari Stottler)* The Friends' next meeting is next Tuesday. They are moving ahead with the Capital Campaign, which is hosting both a breakfast and an evening affair this Thursday. On Friday morning, the Capital Campaign will meet. Deric West consented to be the Public Campaign chair. A member of the community has purchased 70 tote bags for sale – they have the red door logo, are very stylish and sturdy and only \$10! This is a Friends fundraiser.

Minutes of the Previous Meeting: The Minutes for the April 5, 2011 meeting were APPROVED.

President's Report: *(Molly Brazak)* Bruce Peckham, Larry Young and Molly Brazak went to the Town meeting. Molly reported that the Town meeting was a productive meeting. Town Board members agreed it is up to the Library Board of Trustees to choose the moving company. Funding of the move is under discussion. All are aware bond monies and grant monies may not be used to fund the move. Town Board is aware all vendors came in with a price over \$10,000.

St. John Fisher reps will come to tell how to put up their shelves. Laurie Guenther has been in contact with Wood Library (Canandaigua) and Gates Library for possible shelves. John Moffitt offered his two trucks to move shelves if needed.

Another note on shelves: if we can get Wood's shelves, we are all set, but we don't know their cost yet. It was MOVED, SECONDED and APPROVED that the Board of Trustees is willing to make an offer of \$500 for library shelving.

All Board of Trustee members are encouraged to attend the next Town Board meeting: Monday, May 9th at Town Hall (can check agenda on town website for place.) The Library Board will have a special meeting on May 17th. John Moffitt and Sheldon Boyce will attend.

Treasurer's Report: *(Bruce Peckham)* It was MOVED, SECONDED and CARRIED that vouchers 11-05-82 to 11-05-99 be approved, for a total of \$4401.61. Bruce Peckham will have an answer about the proper accounting of the move by our next meeting.

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

Director's Report: (*Laurie Guenther*) We will be closed over Memorial Day weekend. Everything checked out on May 23rd and after will be due on July 5th. Library staff spent 4 solid days cleaning our collection. Laurie questioned if it was ok to advertise June 27th as our opening day. The Board agreed this was acceptable. The library will be closed June 13 – 24, for the move.

Bathroom heaters were sparking, so we shut them off. Laurie will ask Scott Kimball to disconnect.

Scott Kimball indicates our current roof needs silver coating, about \$700. If it leaks, we may need to repair. Margaret Bailey recommended having a dedicated Town meeting discussing issues regarding the upkeep of the present building - perhaps in September.

We are planning to get backpacks instead of t-shirts for the Summer Reading Program this year. They are cheaper and we don't have to worry about size.

Committee Reports:

*Celebration Committee: Molly Brazak reported the Celebration is scheduled for Friday, July 29th, from 7-10 pm – she just got proposal from Rabbit Room. The celebration committee will meet right after this meeting.

Old Business:

* Review of five year strategic plan - tabled to next meeting.

* Vision and Mission statement - looked at statement for April 2009. Board of Trustees **MOVED**, **SECONDED**, and **APPROVED** continuing with this statement.

New Business:

The group discussed interviews with the moving companies:

* Worldwide Moving pointed out some issues of the move that we did not think of: some of our shelving cannot be re-attached and we will need a bar strip for one wall. He would be the point contact person. He offered 16 people for 4 days. His references were more current and more voluminous; he showed that he knew about libraries. They use a numbering tagging system to keep books in order.

MOTION was made to choose Worldwide Movers LLC for upcoming Mendon Library relocation based on their significant experience with similar moves and positive recommendations from references, at a total not to exceed \$14,186.00. **SECONDED**, **APPROVED** unanimously.

We need to give movers 48 hours notice if our moving days are changed.

The Policy Committee met and drafted a Study Room Policy, Electronic Device Policy, Community Bulletin Board Policy and TV Usage Policy. MOTION was **MADE**, **SECONDED** and **APPROVED** to approve the Study Room Policy, Electronic Devices Policy, Community Bulletin Board Policy, and TV Usage Policy with changes discussed in the meeting. Denise will send out final copies to Board Members. The Board will review these policies in a year. Denise will draft a Food and Beverage Policy.

The Board of Trustees will be meeting twice a month until the opening.

Next meeting will be May 17 at 7:15 pm at the library.

Public Comment: none.

Adjournment of meeting was at 8:52 pm.

Respectfully submitted by Lydia E. Archer