

Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, June 21, 2011

Approved

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

Board Members excused: Risa Bennett, Heather Greene, Stephanie Tolan, Larry Young

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

The meeting was called to order at 7: 22 pm by Molly Brazak.

Last meeting's minutes were reviewed. Appreciation was expressed to Ken and Laurie Guenther for donating the rental truck and the cost of the storage facility to transport and house the shelving from Wood Library, to Gary and Shari Stottler for donating the truck rental for transporting the shelving to the new library, and to several members of the library staff for donating their time to help move the shelving on both occasions.

Public Comment: none

Town Report & Construction Report: (*Shari Stottler*) There was a construction meeting today. Work is ongoing at the new building. There are 2 main things needed to get the Certificate of Occupancy – door openers and the pavers outside the main entrance. The paving sub-contractor disappeared after doing a partial job; R B Mac has a new contractor to re-do the job. It will either be done by Friday, or temporary plywood will be laid. The street address number needs to be clearly visible from the street for emergency vehicles: Shari will do this before Friday. The lumpy driveway should be smoothed out by Friday.

Friends Report: (*Shari Stottler*) Laurie Guenther reported that the Friends and Capital Campaign have had a very busy month, with breakfasts, tours, and representatives at the Mendon Carnival and Festival on the Green, a fundraiser chicken BBQ at Custom Brewcrafters, and a town-wide mailing announcing the public portion of the capital campaign on June 27. The mailing received 20-25 responses in the mail today. Deric West, of HFMP and MMMP, is running a promotion of donating \$1, \$2, or \$5 at the register. This brought in \$500 the first day! This promotion will run two weeks now, and again in the fall.

Minutes of Previous Meeting: The Minutes for the June 7, 2011 meeting were APPROVED.

President's Report: (*Molly Brazak*) The board discussed many events happening at the library. It was generally the conclusion that since we are building a new library, many events will happen. All events are positive. "1st Annual Mendon Library Benefit," will take place on July 29 at the Rabbit Room. Jon Stills will play for the event. This event is sponsored by the Mendon Library Board of Trustees and should appeal to families.

Treasurer's Report: (*Bruce Peckham*) The bill from Worldwide Movers was more than \$2000 less than expected! Laurie reported they did an excellent job, doing the majority of their work in three days, and even finding a way to mount shelving to problem walls. The MOTION was MADE, SECONDED, and CARRIED to approve the vouchers 11-07A-118 to 11-07A-127, for a total of \$13,394.62, which includes \$12,038.63 for Worldwide Movers. Bruce will hand-deliver the Worldwide Movers bill to Mary Fletcher to ensure on-time payment (June 30th).

Corresponding Secretary's Report: (*Denise Dickinson*) Denise distributed newly edited policies for

Parking Lot and for Incident Procedures. Discussion included that the Incident Procedures will include a map of the building with clearly marked locations of emergency exits, and fire extinguishers. Denise will send thank you letters to the Guenthers and Stottlers for their rental truck and storage donations. She also noted that Clifton Springs recently held a 5K Walk/Run to benefit their Library. The information will be passed on to Lisa Hochgraf.

Director's Report: (*Laurie Guenther*) Highlights from the Director's report include: The sprinkler system and fire extinguishers will require yearly inspections/maintenance, which will cost \$1000 annually. QuicNet is donating \$3500 of computer equipment, plus the labor to install it. Jeff Joseph Insurance is also donating \$2500 specifically for computers. QuicNet will take 5 patron computers and convert them to staff computers. 10 new, sleek, patron monitors will be installed, which connect to a common server (as Stephanie Tolan has suggested in the past). We will be the first library in the MCLS to use this system. This is a wonderful donation! Margaret Bailey suggested the Board send our own thank yous to QuicNet and Jeff Joseph. The move went very smoothly – the few minor paint nicks have already been repaired. Today was the first day we turned on the air. The library is still due to open Monday, June 27th. There are some one-time expenses associated with the move, many of which were already discussed. Laurie is discussing with the staff other items that would be helpful to smooth operation of the library, such as a new carrier for the books that come in at the book-drop.

We are hopeful we will be able to put together a notebook including copies of all the owner/operator manuals and warranties for the various parts and equipment in the new building. (floor care, etc.)

Laurie Guenther reported that evening staff have been unable to work this week because of the lack of keys to the new building. This has slowed the settling-in process. It is hard for the cleaner to do her job while clerks are working. Shari Stottler said we should get the keys when we get the Certificate of Occupancy, hopefully by Friday. Denise suggested we install a “Knox Box,” for approximately \$275, which is a lock box attached to the outside of the building, allowing first responders to have access in the event of an after-hour emergency. Only the Fire Department would have a key to the Knox Box.

Committee Reports: Celebration Committee report included in President's Report above.

Old Business: The MOTION was MADE, SECONDED and CARRIED to accept the updated version of the Incident Policy, with location map attached.

New Business: The Board gratefully acknowledges the support of the Jacobs family, and wholeheartedly endorses the Friends' and Town Board's resolution for the naming of the reading room in their honor: the Jacobs Family Reading Room. There was some discussion about naming rights, wondering how other libraries handle them.

There was some preliminary discussion on the recent Memorandum of Understanding, drawn up by Sheldon Boyce and John Moffitt, to clarify who has what responsibilities for the maintenance of the new library building, to clarify the lines of communication, etc.

Adjournment of meeting at 9:00 pm.

Respectfully submitted by Lydia E. Archer