

Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, June 7, 2011

Approved

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

Board Members excused: Risa Bennett, Stephanie Tolan

Others: Laurie Guenther (Library Director), Lydia Archer (Recording Secretary), Shari Stottler (Town Liaison), Danny Bassette, Harold Coogan (HF-L art teacher)

The meeting was called to order at 7:22 pm by Larry Young.

Larry opened the floor to Harold Coogan, who presented a suggestion for displaying the works of local artists at our new library. Harold has been in contact with many artists that are HF-L alumni, and has been establishing an accurate list of them, some of whose works he has recently published in a book. His suggestion is to have works of HF-L alumni displayed in the new library as the library opens. Harold shared examples of various alumni artists' works with the Board. Harold is willing to contact the artists, assemble the art, get the waivers, and provide protective covers for them. Mark Rowe offered to work with Harold. Questions were raised about insurance to cover loss or damage to the artwork. Mark Rowe will look into this.

Harold is also very excited about his Honeoye Falls Pinhole Photography project: Harold has been having everyone in town take a pinhole photo to document the town. (He showed the Board pictures he already has in his collection). He thinks it would be great if each member of the Library Board took pictures and hung them for display in the library.

Public Comment: none

Town Report & Construction Report: (*Shari Stottler*) There was a construction meeting today. The architect (HBT) did a punch list of building interior and exterior issues. Floor cracks have been approved by HBT. The hope is that the keys will be turned over to the town on Friday, then from the town to the library on Friday. HBT is willing to submit the substantial completion – but we still need the bell hooked to the outside for the fire alarm. Margaret Bailey: will any of these items take a lot of time? Answer: These are pretty typical items on a punch list. Exterior is behind interior. Completion on the exterior of the building is not expected for several weeks. Next construction meeting is June 21st. Note was made that when water “abandonments” happen, there will be no water in this building. Question by Mark Rowe: what about the sidewalks and lawns of neighbors? – Shari Stottler agrees that everything should be put back as it was for the neighbors, and will raise that with the Town. We still should be able to start moving in the next week.

Friends Report: (*Shari Stottler*) Mark Rowe is helping with the Festival on the Green. He would like other Board members and active Friends members to assist. There will be a BBQ at Custom Brewcrafters on June 11. These are a part of a flurry of activities that Friends would like to have help with – please consider helping.

To keep the price the same with the movers, we need to rent another truck, load it up with the stored shelves, and park the truck in the library driveway by Sunday night. Whoever is able, meet at the storage place at 7 pm on Sunday night. Gary Stottler would like to separate the end caps from the shelving before the shelves are moved. Shari offered to rent the truck. Library Board agreed to reimburse her the cost, which is expected to be approximately \$170 including the gas.

Minutes of Previous Meeting: The Minutes for the May 3, 2011 meeting were APPROVED with a

few minor corrections. The Minutes of the May 17, 2011 were APPROVED as amended.

President's Report: (*Larry Young*) There has been plenty of activity. Everything is moving as scheduled. Events promoting Mendon Library should be attended by Board members – these people are supporting us and we should support them.

Treasurer's Report: (Bruce Peckham) MOTION was MADE, SECONDED and CARRIED that vouchers 11-6-100 to 11-6-117 be approved for a total of \$10,087.74, which includes \$4751.00 of MCLS cost shares for six months.

Account balances: Bruce reported a checking account balance of \$6598.94 as of May 31, 2011. (This includes the \$500 payment made to Wood Library for their shelving.) Savings account balance is 2640.20, as of May 31, 2011, which includes \$.34 of interest.

Corresponding Secretary's Report: (*Denise Dickinson*) Denise has been developing policies for the new building.

Director's Report: (*Laurie Guenther*) Summer Events brochure is made. Library staff spent 4 days working through how to fit the collection in the new building. Communications will be down Friday. Hope to have computers here next week temporarily. Frontier, Earthlink lines being transferred. Need to move wireless. New communications are going in the week of the 20th. Upcoming expenses: another receipt printer for the circulation desk. Worldwide Movers are moving the printers, Xerox is networking them. It will make \$720 additional expense for the new building annually to inspect the fire alarm system. Lisa Reniff has been working with Tom Voorhees on it; she has a quote which Tom has reviewed. The Board will need to approve a contract within the next few months.

Bruce Peckham inquired about what we need to do about the CARL-X system not being compatible with our current circulation computers. Laurie responded that we desperately need new computers for staff especially, but patron computers are bad as well. We may be getting a computer donation from Dan Marcellus. But in case we can't get it in time for the new building, Larry Young and Mark Rowe suggested that we need to go ahead with something. We will need 3 working circulation computers at the new building. MOTION: to allow the director to purchase, not to exceed \$800, up to 2 computers and a receipt printer. SECONDED, CARRIED.

Committee Reports:

Celebration Committee: Molly Brazak reported the Celebration is planned for Friday, July 29th - 7-10 pm. It will include music by Jon Stills, face painting, a story teller (booked), and some form of tasting. They will start advertising as the "1st Annual Mendon Public Library Benefit." Question: who sells the tickets and to whom should the checks be made? Make them payable to Mendon Public Library Board of Trustees. Will be ready for June 27th opening, but will also start advertising before then (Festival on the Green, Opening Day at the Library). It will cost \$50 per adult, which includes a meal.

Old Business:

The Board tabled the 5 year plan.

Any final questions on the move? We are bringing furniture. Need fatigue mats for clerks. We need to spend very close to our budget. Laurie Guenther suggests we meet before the opening to go over any last minute concerns. MOTION to re-schedule the regular July meeting from June 28th to June 21st,

2011, at 7:15 pm., SECONDED, CARRIED. Therefore, there will be no meeting on the 28th.

New Business:

Policies to be approved: Food and Beverages, Study Room, Electronic Devices, Parking Lot (add clause of towing at owner's expense for those violating the policy). What should be, and who will make, signage for the parking lot? The Emergency Policy is tabled to June 21st. Parking Lot Policy is ACCEPTED as amended, FOOD AND BEVERAGE Policy is APPROVED.

MCLS is recommending an increase of fines and hold fees. Mark Rowe made a MOTION to increase hold fee from 50c to \$1, and the overdue fine from 25c to 35c per day, as of September 1st, 2011. The MOTION was SECONDED, and CARRIED.

Bruce Peckham asked if we have a contract with Worldwide Movers? Larry Young says yes, and will verify.

Public Comment: none.

Adjournment of meeting at 9:45 pm.

Respectfully submitted by Lydia E. Archer