

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
July 16, 2018
7:00 p.m.

Approved

Present: Craig Moscicki, Molly Ortiz, Bruce Peckham, Alicia Zysman-Cromwell

Others Present: Laurie Guenther, Lisa Reniff (Recording Secretary)

Excused: Anne-Marie Gordon, Cristina Romig, Larry Young

The meeting was called to order at 7:00 p.m. by Molly Ortiz.

Laurie Guenther requested the order of the agenda be changed to discuss new business of payroll # 15 as a first item. The request was granted unanimously.

New Business

Payroll #15: There is an issue with the payment of payroll #15 for the part-time hourly employees. Laurie received an email today from the Town of Mendon Finance Officer at 10:13am that the payroll was not received and was needed by 10:30am. A response was immediately sent that the payroll had been sent earlier that morning. At 2:39 p.m. the Finance Officer notified Laurie by email that the payroll was not received and therefore the hourly employees would not be paid. The Town office was closed at time of receipt of this email so there was no way to communicate. Laurie contacted Library Automated Services (LAS) to verify if the emails were delivered since there was no notice of non-delivery. There was a previous issue a couple weeks ago, while Laurie was traveling on vacation, where the payroll was not received via email but was resolved. The Board discussed the possible legal requirements of paying employees and how to best accomplish this task.

At 9:15am on July 16, 2018 payroll #15 information was sent from the Library Director (laurie.guenther@libraryweb.org) to the Finance Officer (finance@townofmendon.org) via email. At 10:13am MPL was notified that the payroll information was not received at the Town. An immediate MPL email replied to the Town prior to 10:30am deadline reporting the prior transmission. We did not receive any further notice or communication, until an email was received at 2:39pm stating the MPL hourly employees would not be paid. The Board approved the follow letter and motion to be sent to the Town Finance Officer, the Town Supervisor and the Town's Attorney:

The Board of Trustees of the Mendon Public Library is committed to a policy of fair and equitable compensation. As stated in our Personnel Policy employees are paid bi-weekly on Thursday. For this reason, despite any error in electronic communication the Board of Trustees is committed to providing staff compensation for payroll #15.

IT was MOVED, SECONDED, and CARRIED TO: As the Library Board utilizes the Town Payroll company through the Town of Mendon, the Library Board authorizes the Town of Mendon Finance Officer or Library Director to submit the missing hours to the payroll company on July 17, 2018. If additional costs are incurred the Board of Trustees will pay the costs associated with this amendment to the payroll at the payroll company.

We are in contact with MCLS Library Automation Services to investigate the email chain to ensure that any electronic errors in communication will not happen in the future.

Public Comment: None

Town Report: None

Trustee Communications: Molly said she received a letter from Supervisor Moffitt stating the locks to 15 Monroe Street have been changed, anybody needing to get into the building must go to the Town to request keys. Laurie reported to her knowledge there was no need for anybody to get into 15 Monroe Street, the Friends have discontinued all sales from that building.

All members of the Board of Trustees have received the communication from NYS stating the hard deadline for construction completion is June 30, 2019. This information was forwarded to the Town Supervisor and The Town liaison to the Board of Trustees. No extensions will be granted after this time.

Minutes: It was MOVED, SECONDED, and CARRIED TO: Approve the June 4, 2018 and the June 26, 2018 minutes of the Library Board of Trustees a small typo on the June 4 meeting minutes will be corrected.

President's Report: None

Treasurer's Report:

Craig distributed the attached Financial report. He also distributed the specific vouchers for Board members to review.

It was MOVED, SECONDED, and CARRIED TO: accept the July 16, 2017 Financial Report as presented.

Corresponding Secretary Report: None

Director's Report:

It was MOVED, SECONDED, and CARRIED TO: name the circulation desk in memory of a patron, if an expected donation is made to the Friends. This is in accordance with already established naming opportunities.

Per the last meeting, Molly and Laurie consulted with Town Attorney Sheldon Boyce about the addition of video conferencing to the Bylaws. He approved the change.

A brief discussion took place about John Moffitt touring the library with PERMA consultants. It was noted the library board did ask the Town Finance office about attending required Workplace violence, etc. training, but no response was received. Bruce mentioned that it would be helpful for the staff to continue training on emergency procedures and have an expert review there are enough exits should an emergency situation occur.

The Board briefly discussed the need to fund Summer Reading. It was decided since this program is an integral program of the Library, additional operating expenses will be considered as well as exploring options for sustainable gift funding. While we are preparing a proposal to cover all expenses of the program, the last few proposals have only been funded at the ¼ level.

Old Business:

Construction: No progress nor a timeline has been set with the Town of Mendon. The Library Board of Trustees has secured funding, and is awaiting the Town to move forward with their portion of the project. As noted before, everybody understands the completion date is no longer later June 30, 2019. No extensions will be given beyond this date.

Cash Handling Policy: It was MOVED, SECONDED, and CARRIED To approve the revisions to the Mendon Public Library Cash Handling Policy.

Bylaws of the Mendon Public Library Board of Trustees: It was MOVED, SECONDED, and CARRIED TO: approve the revisions to the Mendon Public Library Board of Trustees Bylaws.

New Business:

The Board began to discuss the proposed budget. Through this discussion, it became evident the Library Board of Trustees have not been receiving e-mails from the Library Director. Craig mentioned that this might be a result of the recent hacking incident and should be looked into at the System level. The Library Director will make this a high priority tomorrow. (Craig also took a look at the account in question after the meeting, a quick review did not find anything obvious). Sometimes when an account is hacked into, e-mails have difficulty getting through other servers. This is not obvious to the user, and the e-mails may show up in the recipients e-mail at a later date.

The Board realizes this is a difficult year for budgeting. The Library Board remains committed to providing equitable pay for our staff, and providing adequate sustainable funding for the Summer Reading Program. The Library Director prepared a report detailing possible expenditures, the Library Board will review.

The Board mentioned the 2% tax cap is a priority for the Town of Mendon. The Board talked briefly about possible sustainable high impact funding for libraries. Some libraries rent space for a cell tower, other libraries are taking passport applications. The August 6 meeting will be spent on drafting the budget.

Financial Report Mendon Public Library Board of Trustees

Meeting Date: July 16, 2018

Final Approved Report: July 16, 2018

LIBRARY OPERATING FUNDS

Payment of Claims:

Voucher 2018-07-102 through 2018-07-113 for a total amount of \$3,693.28.

Acceptance of Deposits for Operating Budget:

Date	Check #	Memo	Amount	Deposit
6/7/2018		Cash Register Deposit 6/7/2018		\$ 187.50
	Cash		\$ 187.50	
6/14/2018		Cash Register Deposit 6/11 - 6/14		\$ 247.86
	Cash		\$ 114.20	
	Cash		\$ 57.60	
	Cash		\$ 76.06	
6/27/2018		Cash Register Deposit 6/18 - 6/27		\$ 668.50
	Cash		\$93.35	
	Cash		\$348.55	
	Cash		\$226.60	
7/5/2018		Cash Register Deposit 7/5		\$ 293.95
	Cash		\$ 293.95	
7/12/2018		Cash Register Deposit 7/12		\$ 271.15
	Cash		\$271.15	
7/12/2018		County of Monroe		\$ 604.00
	1306552		\$ 604.00	

Meeting Date: July 17, 2018

Review Date: August 6, 2018

Approved Date: August 6, 2018

		Total:		\$ 2,272.96
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The above funds were deposited to the Town Controlled accounts, and financial reports were forwarded to the Town of Mendon.

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	6/30/2018	\$ 61,874.86	7/13/2018
M&T Eunice Dehmler Frank Fund	6/30/2018	\$ 2,660.80	7/13/2018

Acceptance of Deposits: N/A

Payment of Claims:

Date	Check #	Vendor	Memo	Amount
6/22/2018	371	The Wondermakers	SRP "Rockin' Rabbit and Other Tales"	\$200.00
7/9/2018	372	M. Geoffrey Clough	SRP Th. 6/21 "LP Spin Art"	\$150.00
7/29/2018	373	Roch. Museum & Science Center	SRP Tu. 7/10 "Science & Sound of Music"	\$125.00
			Total	\$475.00