

**Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, August 7, 2012**

Approved

Board Members present: Denise Dickinson, Bruce Peckham, Risa Bennett, Mark Rowe, Larry Young

Board Members excused: Margaret Bailey, Melissa Jacobs, Stephanie Tolan, Molly Brazak

Others: Laurie Guenther (Director), Lisa Arnold (Recording Secretary), Danny Bassette

The meeting was called to order at 7:25 p.m. by Larry Young.

Public Comment: none

Town Report: (Larry Young) The Town has received a variety of bids to fix the leaking roof of the old library. Fixes range from installing a tarp to completely replacing the roof. These are quotes and not actual bids, if project was decided to complete the bids would need to be accepted by the town board. The Board of Trustees still favors a permanent solution to fixing the roof at 15 Monroe St.

Friends/Capital Campaign: (Laurie Guenther) The Friends have hired a financial professional to review funding and policies. The Friends have purchased officers insurance. The Friends have been sorting books and are planning for another fall sale. The capital campaign committee has a mailing planned for the fall, the brochure is in the process of being updated. The Gala Committee has been struggling to meet over the summer but has a meeting scheduled for the end of August.

Approval of Minutes: The minutes of the July 10, 2012, meeting were APPROVED.

President's Report: (Larry Young) The Town moved equipment from the Recreation Department to the old library. He expressed appreciation for Bruce Peckham's donation of the \$300 stipend Mr. Peckham had received from the NYS Council of Humanities Grant. Mark Rowe motioned to accept the stipend. The motion was APPROVED unanimously. Laurie Guenther, Bruce Peckham, and Larry Young met with the Town regarding the 2013 budget. Mr. Young noted an open dialogue was held. He said there has been a "disconnect" between Town and Library employees over pay raises in the past two years; this should be a budget priority as the library drafts 2013 budget. Bruce Peckham said Moe Bickweat has been invited to provide input for the library budget committee. The Library is right on budget. Mr. Young talked to Charlie Johnson regarding a library sign and said there aren't any town ordinances saying the Library can't have one. Mr. Young was given a name of someone to contact from the NYS Highway Dept. it was noted a new sign might be redundant, because there are plans to place the old sign from 15 Monroe Street at the entrance to 22 North Main. Mr. Young also welcomed Laurie Guenther back from surgery.

Treasurer's Report: (Bruce Peckham) A Motion was Made, Seconded, and Carried to approve, for payment, vouchers 2012-08-107 through 2012-08-128 in the amount of \$5,510.79. Large expenditures of \$1,640.35 represented the cost of new materials. Of interest was an expenditure of \$422.50 for window cleaning by Lilac Window Cleaning, which came in under budget. July 31, 2012, balances were \$5,936.62 in checking and \$2,644.84 in savings. Checks paid of \$2,947.60 were approved at the BOT meeting on July 10, 2012.

The following MIOTIONS were made, seconded, and APPROVED:

1. check #239 from M&T Bank checking account in the amount of \$225.00 to “A Barrel of Fun Productions” for Professor Klutzo’s “I Must Be Dreaming” Comedy/Variety Show on July 10, 2012, for the Summer Reading Program.
2. check #240 from M&T Bank checking account in the amount of \$150.00 to be paid to The Cooking School at TOPS for the Summer Reading Program.
3. check #241 from M&T Bank checking account in the amount of \$250.00 to be paid to Paula McIntyre for Teen and Adult SRP prizes.

Corresponding Secretary’s Report: (Denise Dickinson) no report

Director’s Report: (Laurie Guenther) It has been a busy summer. A lot of people are using the space. People are even lining up at door in the morning. She asked the Board to review the 2013 budget worksheet. The Healthy Living section of the library is being developed and programs are being planned to promote the section. Laurie has been contacting organizations to let them know library space is available for temporary displays. These displays could showcase student or adult work, community organizations, etc. She also noted the windows have been cleaned and the rain gardens have been maintained. Laurie handed out a worksheet that shared quotes for a door people counter and high definition day/night security cameras. The need for security cameras was prompted by recent “foot fondler” violations at area libraries. In addition the cameras would provide a deterrent for vandalism on library property. The cameras would have a recording time of between 1 week and 21 days. She recommends cameras be placed by the main entrance door and the back door. Bruce agreed with the importance of being proactive regarding library security. The Board agreed to post signs alerting patrons that the facility is monitored with cameras as a preventative measure. Prices of security cameras were discussed. Bruce motioned to proceed with the eight channel DVR system from CASCO Co. at a cost of \$3,215.00 as shown on the Director’s comparative schedule, plus an additional camera at the cost of \$649.00. Mark Rowe seconded the motion. The motion was passed UNANIMOUSLY. Larry Young made a motion to purchase a people counter from Casco Co. for \$598.00. Bruce seconded the motion, which passed UNANIMOUSLY. QuicNet recommends having the server “refreshed” instead of installing a new server. CARL programs won’t work on an upgraded server. She will get a quote on updating the server and three circulation computers. She would like to use discretionary funds from Friends for the upgrade, cameras, and computers. She is also getting a quote from QuicNet to maintain the computers on a monthly basis. Laurie noted she spent 20+ hours filling out government forms for E.RATE, a federal subsidized communications program. Laurie noted E-reader interest has been dwindling. Most people are taking them out to see if they want one.

Committee Reports: (Larry Young) Budget Committee meetings planned for 8/10 at 1 p.m. and 7/14 at 7 p.m. Laurie Guenther reminded the Board that the staff took a cut on hours this past year, in addition to not receiving raises. Bruce Peckham said that the tax cap is set at 2% but Moe eluded there may be more money available dependent upon taxable assessed value of properties. Everyone agreed the employees should be the priority. Larry Young asked if patrons have been complaining about opening ½ hour later in the morning and/or the reduced Saturday hours. Laurie said she hadn’t heard of any complaints and that the staff tries to be accommodating and open the doors early if people are waiting.

Old Business:

Credit Card Reader: tabled till next month

Board Member Status: (Larry Young) Mark Rowe, Margaret Bailey, and Stephanie Tolan will be stepping down at end of their terms. Larry would like to reduce the number of board members to seven so only one seat will need to be filled commencing in 2013. Bruce Peckham made a motion to reduce the number of seats on board to seven commencing in 2013. Risa Bennett seconded. The vote was UNANIMOUS.

New Business:

Pension Adjustment: (Laurie Guenther) NYS has added in a Tier 6 for retirement. Larry Young made a motion to approve an amendment to the personnel policy. Bruce Peckham seconded the motion. The vote was UNANIMOUS.

Program Policy: (Larry Young) An 11-week program supporting small businesses is planned but no suitable meeting room is available. He said this is a real value to the community at \$50 per participant. The Library will co-sponsor the program and hold it at the HFL High School Library. Laurie Guenther drafted a program policy, which the Board members read at the meeting. Bruce Peckham said it was an excellent policy and made a motion to approve the policy. Risa Bennett seconded the motion. The motion passed UNANIMOUSLY.

Meeting with Mary Fletcher: Bruce Peckham will be meeting with Mary Fletcher, Molly Brazak, and Melissa Jacobs to walk through financial statements and how they relate to the Town. The meeting is open to anyone who is interested. See Bruce for meeting details. The meeting is tentatively scheduled for August 14.

National Endowment for the Arts Program: Bruce Peckham asked if there was an interest in hosting another program in the fall. The Board felt there was enough interest. Denise Dickinson said she received an email from a total stranger who said she was planning to move to the Rochester area. She narrowed her community selection to Honeoye Falls because of the wonderful programs offered through our library. She specifically mentioned the Civil War program recently offered.

Volunteers Welcome: Laurie Guenther said she needs volunteers to help wash the covers of books. She also invited Board members to submit articles for the electronic newsletter.

The next regular meeting is Tuesday, Sept. 4, 2012.

Public Comment: Danny Bassette expressed concern over the installation of security cameras and the potential of violating patrons' civil liberties. He said the Board could be going down a slippery slope. Laurie Guenther appreciated Mr. Bassette's concerns and said the Library would make sure the public is made aware of the cameras and why they are being installed. Larry Young noted the Library has already had youths climbing on the Library roof. He also said there have been a huge number of incidents in the Hamlet of Mendon this year. Bruce Peckham noted part of the problem is the poor sight line in the new library. He said the Board is not trying to interfere with the use of the library; it wants to protect those inside.

Adjournment of meeting at 9:03 p.m.