

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

Approved

Board Members present: *Risa Bennett, Molly Brazak, Denise Dickinson, Bruce Peckham, Mark Rowe, Stephanie Tolan, Larry Young*

Board Members excused: *Margaret Bailey*

Others: *Laurie Guenther (Library Director), Lydia Archer (Recording Secretary), Moe Bickweat (Town Liaison), Lisa Hochgraf, Ruth Hayes, and Shari Stottler (all from Friends of the MPL), Melissa Jacobs*

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

Public Comment: none

Town Report & Construction Report: (*Moe Bickweat*) John submitted a claim to the insurance company for the damage done by a tree which fell down on the entrance overhang, breaking the gutter. There is a \$1000 deductible on the roof repair.

Presentation of the memorial chair: Members of the Board went to the front of the library for a presentation of the memorial chair in honor of Shari Stottler's mother, Sarah Frances Wheeler Waters.

Friend's Report: (Larry Young and Lisa Hochgraf) Heartbeats for Mendon has been a major focus. Lisa expressed thanks to the many people that have helped this effort. Lisa also shared sales figures for the in-house store: She estimates that sales from the store will be approximately \$1500 a year. Appreciation was expressed for the help of senior and junior volunteers at the store.

Approval of Minutes: The Minutes of the January 3, 2011 meeting were APPROVED.

President's Report: (*Larry Young*) The re-wiring of the library with cat6 wiring was completed this month. Larry expressed appreciation to the staff and volunteers for their efforts in this project. Electrical light issues were reported to Watchdog. The electrical company studied the problem and will replace the light bulbs. This brings to our attention that we will need some way to replace light bulbs in the future.

Larry sent a letter to Sean Hanna soliciting support for the Mendon Library, and received a response that everyone is belt-tightening. He also wrote to Jim Alesi, on the State Senate. Larry encouraged all BOT members to send personalized form letters to New York legislators – it only takes about 10 minutes - to keep the library in their thought process. Bruce Peckham suggested writing our own form letter, and updating it every quarter. The responsibility to send the letter could rotate among the BOT members. Bruce will draw up such a letter.

Three candidates applied for the unexpired board term. The Personnel Committee interviewed all candidates.

Larry reiterated his appreciation for the work done preparing for the Gala this week - it has taken lots of people's efforts.

Treasurer's Report: (*Bruce Peckham*) A MOTION was MADE, SECONDED, and CARRIED, to approve payment of vouchers 12-02-015 to 12-02-030, in the amount of \$4462.88. Balance in the BOT Checking account: \$5251.59, and in the Savings account: \$2642.86 (with .33 interest.)

Reading Garden Design: Matt Gregory, of Josh Landscape (a local landscape company), made a presentation of his design to use the engraved historic fundraising bricks in a reading garden between the old and new buildings. He gave us a virtual video walkthrough. The garden was divided into two areas, one for individual reading, and one where outdoor meetings or classes could be held. He suggested using "living walls" around the outside of the area: vines growing on 8-foot open fencing, and, between the two areas, plants with a height

of about 5-6 feet. His design has a water feature in the center of the individual reading area, and also features dappled light through 2 small honey locust trees, with no trees in the meeting area. A short boxwood hedge was used to help define the space. Ninety square feet of brick space in three areas could potentially use 360 bricks, raising \$52,000. (As we own 1000 bricks, we have the possibility of adding other areas in the future, as well.) The garden would be accessed only through the library, but there would be an emergency exit to leave the garden. Matt showed views of the proposed garden from various angles. The garden can have an automatic irrigation system if desired, or it can be watered by hand. Bruce Peckham asked about maintenance and cost of maintenance. Matt responded that the plants chosen are known for low maintenance, perhaps a yearly cost of \$1500 - \$2000, or 6-10 visits by landscaper. Moe Bickwheat asked about sealing the bricks and pavers, and Matt responded that it is not needed. As not all bricks would be engraved initially, we can remove and engrave bricks periodically (20 at a time, for example), which would cost about \$200 per event of brick changing. We could do the 3 different brick areas at separate times. Larry Young expressed a concern that we don't want to disturb the garden area when it comes time to work on the 2nd phase. One option is to reserve the section between the buildings for last. Matt noted that the plants take up to 5 years to get established. In summary, the approximate costs for each phase: \$8500 first area, \$8400 for the second area, \$1400 for installing the bricks, and \$9000 for the plantings, including mulch. Larry Young noted that Josh Landscape has donated their time to make the design.

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

Director's Report: (*Laurie Guenther*) Highlights: there have been a lot of technology concerns this month - rewiring was a large job. We have had issues with Road Runner connections. MCLS asks that 4% of the Materials budget for each library go to Overdrive, in order to build up a good collection. A note of interest: 80% of books in the eLibrary are checked out - yet the average wait time is only 13 days.

Larry Young asked how many libraries are loaning e-readers. Scottsville is one that does, but we need to think fluidly - these purchases will most likely not last forever - but we still need to stay ahead of the game with what is available.

Should we use our 1 year anniversary of the new building with the purchase of e-readers? It would be good timing, as people come in for summer reading - Molly Brazak suggested we may want the color nook then (for Pre-school books), with warranty and case (\$3K was paid for 18 readers in Molly's school library).

Committee Reports: The Personnel committee met with the three Board member candidates, the Budget committee met as well. The Town of Mendon has changed their Personnel policy a fair bit, so we will need to review ours as well. Molly Brazak has already started comparing them.

Old Business: Board member to fill out the term of Heather Huntington (one year.) This can be done without Town Board approval to finish out a term - but will need Town Board approval next year, when the new term starts. The MOTION was MADE, SECONDED, and APPROVED, to appoint Melissa Jacobs to fill out the remaining year of Heather Huntington's term as a member of the Board of Trustees.

New Business:

Circulation Policy review: The BOT reviewed the updated circulation policy brochure: fines, address, hours, services. BOT found it very clear, easy to read. A MOTION was made to approve the new circulation policies. It was SECONDED and APPROVED.

Copier: Our old Xerox copier is reaching the end of useful life. A chart of comparable features and costs of three copiers was distributed. If we sign up with Toshiba by Feb 16, we'll get a \$1K rebate. Cost of color copies is less than 10c per page. Moe Bickwheat suggested we check with the Town of Mendon regarding their less than adequate service experience with one of the three companies. Bruce Peckham will talk to Town regarding their copiers.

A MOTION that MPL accepts BXI Consultants' lease proposal, as appears on the Copier Quote Analysis, dated February 2, 2012, subject to the approval of Lease Contract Documents by the Town Attorney. The Motion is also contingent on favorable (or the absence of unfavorable) information regarding BXI Consultants was MADE, SECONDED and APPROVED.

Petition Policy: Laurie G was approached by someone who desired to post a petition in the library, which made her realize we need a policy. Larry Young found a policy used by another public library, and adapted it for MPL. After discussion, the BOT added # 7: "reserve the right to remove material at any time," and adjusted the wording of the restrictions to allow petitions of library advocacy. A MOTION was MADE, SECONDED, and APPROVED: To approve the Public Display and Posting Policy, as amended.

Swearing-In of BOT Members: A group swearing-in was held, of all BOT members present, with Larry Young officiating, per advice of Sheldon Boyce and Town Clerk. Signatures were recorded of all those who had not yet signed: Risa Bennett, Stephanie Tolan, Melissa Jacobs, Bruce Peckham, Mark Rowe.

Historical Society items of interest: Molly Brazak and Bruce Peckham have been working with Bill Lane on artifacts from the Historical Society which could be displayed in the Library. Molly showed pictures of some possibilities. Discussion included questions, particularly how much weight the reading rooms' roof can bear, and should items be cleaned up and restored first? It was agreed that we need an engineer to certify that installations are safe. (It was suggested that Historical Society should run down the details with appropriate people and give us the answers (our main concerns are safety and appearance). We may also need insurance to be adjusted for presence of items. Bruce Peckham and Molly Brazak will meet again with Bill. At some point, we will need to talk with the Town of Mendon.

The next Personnel committee meeting was set for Wednesday, February 15, 7 pm.
Our next regular meeting is Tuesday, March 6, 2012.

Public Comment: none.

Adjournment of meeting at 9:10 pm.

Respectfully submitted by Lydia E. Archer