

Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, June 5, 2012

Approved

Board Members present: *Margaret Bailey, Risa Bennett, Molly Brazak, Denise Dickinson, Melissa Jacobs, Bruce Peckham, Larry Young*

Board Members excused: *Mark Rowe, Stephanie Tolan*

Others: *Lydia Archer (Recording Secretary), Moe Bickweat (Town Liaison), Stephanie Livingston-Heywood (Friends of the MPL), Danny Bassette*

The meeting was called to order at 7:20 pm by Larry Young.

Public Comment: none

Town Report: (*Moe Bickweat*) Town Supervisor John Moffitt and a person from Watchdog did a year-end walk-through of the new building, and addressed some issues, particularly the electric. The Library budget for 2013 is due to John Moffitt by August or early September. Moe encouraged the BOT to think about our ongoing capital plan, including up to 7 years out, and include it with the budget. Moe is willing to help.

Friends' Report: (*Stephanie Livingston-Heywood*) Friends are working hard on the upcoming book sale. Stephanie showed us a nice poster with graphics done by Cathy Hoose. People can sign up at the library desk to help at the sale in 2 hour shifts. A large concern is that the old building's roof still leaks, and when the stained water drips, it splatters and sprays everything around it. Stephanie talked to Town Supervisor John Moffitt about the need to get some help - John said he'll send Scott over to see how he can help before sale. They may get Junior Friends to help. Friends have the grant from Houck for \$5K and would like to hand it over to BOT. BOT could get a credit card and use that to pay the Staples bill for the Kindles, and then use the rest to get an Amazon gift card. A MOTION was made, that the BOT accept the check, from the Friends, of the May K. Houck Foundation grant of \$5K, to be used for library improvements. Motion was SECONDED and APPROVED.

Approval of Minutes: The Minutes of the May 1, 2012 meeting were APPROVED as amended.

President's Report / Director's Report: (*Larry Young*) Laurie Guenther is still home after the surgery 6 weeks ago. On May 7th, during the walk-through with Watchdog, etc., problems identified included tears on almost all the window screens - mostly from popping out of their splines over the winter, a carpet bubble, non-functioning light fixtures, multiple burned-out light bulbs, odor from bathroom drain, cracked ceiling tile near the copier, and an outer door that blows open if unlocked.

From going to the Friends' meeting on May 8th: Emily Brincka has researched the door counter, for which the Friends have approved up to \$1500, also the Friends agreed to pay \$300 for a "knox box." They formed a Brick Committee, which includes a Trustee, a Staff person, and a Friend: Sandy Rubin, Kelly Paganelli, Laurie Guenther, and Larry Young.

The Technology Committee met May 10th, decided to go with Kindle Fires for the Library to loan out, and looked at specs on Paypal and Square-up for credit card payments. Square-up was recommended, as they have a non-profit fee of 2.75%.

At the Annual American Institute of Architects Rochester 2012 Design Excellence Awards ceremony on May 12th, HBT received an award for the Mendon Library design. We will receive a plaque to hang in the library. Margaret Bailey suggested the news be sent to the D&C - good PR for us.

At the Town Board meeting on May 14, discussion on what to do about the leaks at 15 Monroe St was tabled until this month's meeting, as they are waiting for more information before they take action.

The Capital Campaign met May 17th. They are trying to re-invigorate and re-ignite the passion of the library as they continue to get ideas out. They met with Paul Hudson and Lisa Hochgraf, who suggested using a new tag-line (Heart of the Town isn't cutting it anymore,) themes that emphasize knowledge and growth, and drawing the Capital Campaign and Library together. The Capital Campaign Committee plans to have another benefit dinner and silent auction for major patrons in October or November and then have the Gala with Gary Lewis at the District Auditorium next March (no alcohol, no silent auction.)

Larry met with Brick Committee on May 24th. Sandy Rubin talked the brick inscriber down to \$12 per brick and \$2 support material per brick. She and her husband and Laima Beck are designing a temporary display in the vestibule on the floor with something holding the bricks in place and plants nearby - with a banner to encourage others to help build the future reading garden. 117 bricks have been sold to date. Larry Young will send a note to Sandy Rubin that the BOT is on board to go ahead with the temporary display. Other things to know about: Bruce Peckham will attend the next Town Board meeting. Kids from HFL Manor School will be cleaning up the yard between the Library and M&T Bank on June 13, with school supervision. Sue Wiegand will bring Middle School kids to help with the rain gardens throughout the summer. The Kade O'Brien Fund, which we may be able to make use of for a summer internship, stipulates that the recipient be someone under 26, with either a sports or military background. Larry Young suggested getting more information about the internship. Moe Bickweat suggested looking into the rules for a stipend (might be easier to handle). Two trustees are up for new terms: Melissa Jacobs and Stephanie Tolan, and Mark Rowe will potentially be resigning in January. Larry Young suggested the BOT take a pro-active approach to finding new trustees. Also Larry Young may not be able to continue as President, so we need to consider who can step up to the various office positions.

Capital Campaign: (*Melissa Jacobs*) - The Capital Campaign Committee sent out a new letter to stimulate new interest, another letter to out-of-county users, with a new pledge or donation form at the bottom of the letter. They talked about updating the color flier, and are looking into costs. Margaret Bailey suggested that they capitalize on the award-winning new building, and include renderings of the potential children's area and the proposed reading garden. The Bricks Committee could also make use of the reading garden renderings.

Treasurer's Report: (*Bruce Peckham*) The MOTION was MADE, SECONDED, and CARRIED, to approve vouchers 12-06-075 to 12-06-092 in the amount of \$4,214.93. April 30, 2012 balances were: 5551.59 checking, and \$2,643.84 savings, with .33 interest. May 31, 2012 account balances were: \$5551.59 checking and \$2644.18 savings, with .34 interest. A MOTION was made to approve check #234 from M&T Bank checking account () in the amount of \$267.37 to be paid to JanWay Company USA, Inc. for 250 Summer Reading Program clip pouches, to be taken from the 2012 portion of the M&T Bank Summer Reading Program Grant. There was agreement to ask Paula how she plans to spend the balance of this year's M&T Grant. Molly would like to see the t-shirts return next year. Melissa Jacobs agreed - they believe more advertisement is gotten from t-shirts than from other rewards.

Corresponding Secretary's Report: (*Denice Dickinson*) sent Ryan a thank you note.

Director's Report: (*Larry Young*) Of interest: 21% increase in circulation from May 2011 to 2012. Summer reading plans are in place, and will begin on June 21st. At that time, we will also kick off the loans of the Kindles and Video Games. The staff is doing a great job of carrying on the work of the library in Laurie's absence. Paula McIntyre is sending a press release to the D&C regarding our kick-off on Thursday, June 21st, at 10 am. We need someone to check out the first Kindle at the kick-off. Bruce Peckham offered to do it. We will be the first in the county to loan out Kindles! It is an exciting month: our one-year anniversary of the new building, an architecture award, our summer reading program, and new Kindles and video games to loan.

Old Business:

Technology Committee - Ordered 10 Kindle Fires. When they arrive, the staff will get acquainted with their usage, and learn how to work through the agreement that patrons sign in order to check out the Kindles. There was some discussion of the agreement form. We require a government-issued photo id. We want a no-hold policy for other patrons in the county: that is, they can only be checked out and returned inside the Mendon Library and directly to a staff member, not to another library or using the bookdrop. Staff will use a checklist before checking them in or out of the library. Larry Young will update and circulate for further word-smithing. Laurie Guenther purchased the Kindles and 2-year warranties from Staples, so the Staples warranty agreement will replace them with gift cards if they are broken.

Margaret Bailey noted that Library Friends had a booth at the Memorial Day events at Rotary Park, also at the Mendon Fireman's Carnival.

More discussion on the Historical Society artifacts: various community groups want to display stuff, including the HF-Mendon Rotary wishing to display their banner. We could house one or two large displays, and use the current "hold area" as a rotating community display area. Perhaps we could get some display cases second hand. There was discussion on display possibilities. BOT recommends that Hold books be put behind the circulation desk, and use the current "hold" space for rotating displays, to develop more community awareness.

Molly Brazak talked to John Moffitt about getting the universal library sign to put on the roadside - he said he will look into it.

Our next regular meeting is Tuesday, July 10, 2012.

Public Comment: none.

Adjournment of meeting at 9:15 pm.

Respectfully submitted by Lydia E. Archer