

**Regular Meeting of the Town of Mendon Library Board of Trustees
Tuesday, September 4, 2012**

Approved

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

Board Members excused: *Denise Dickinson, Mark Rowe, Stephanie Tolan*

Others: *Lydia Archer (Recording Secretary), Laurie Guenther (Director), Stephanie Livingston-Heywood (President, Friends)*

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

Public Comment: none

Town Report: *(Moe Bickweat not present)* Larry reported that the Town Board discussed again what to do about the leaky roof of our old building. As part of their discussion, it was suggested to suspend bags from ceiling, as they have done in the past at the Manor school. The decision was tabled again.

Capital Campaign: *(Melissa Jacobs)* – The Capital Campaign gave the Town of Mendon a check for \$52,966.53 for the Spring 2013 principal-plus-interest payment on the \$350,000 BAN the Town took out in May 2011, and interest-only on the \$200,000 BAN. They need to raise another \$74,000 by next August. They are planning a 2-part event to take the place of this year's Gala with Gary Lewis. There will an event on November 9th at the Rabbit Room with high-end raffles, etc. and a separate Gary Lewis concert on February 9, 2013 at the HFL Middle School Auditorium. They are also planning a breakfast. A volunteer took pictures last week to use in a new brochure. A temporary bricks display is in the works to spur the brick sales and get the information needed to inscribe the bricks already sold. The next meeting of the Capital Campaign will be September 28, at the Library.

Friends' Report: *(Stephanie Livingston-Heywood)* – The Friends hired a tax accountant to help them with the 501-c business, partly because of the large Capital Campaign income. They received notice of a possible late fee for missing an IRS deadline they were not aware of. Luisa has been working with Heveron & Heveron to take care of it. They are still cleaning up from their Spring sale. Overall, the Spring sale did ok, with sales of around \$3,900, and a net gain of about \$3,500. The 1/2 price day was not very busy but the bag sale was brisk.

The Fall Book Sale will again be at the old library building on Oct 25-29.

There is a question of the organization best suited to hold the Capital Campaign funds. Larry Young suggested we should get the tax accountant to advise us on what the structure of our non-profits needs to be. Bruce Peckham suggested we should bounce any ideas off the Town attorney, Sheldon Boyce. Laurie offered that we could also go to the NYLA lawyer to get advice. Larry Young suggested we pursue this after the 2013 budget is done.

Approval of Minutes: The Minutes of the August 7, 2012 meeting were APPROVED.

President's Report / Director's report: *(Larry Young)* Larry filed the 990 Federal tax form. Several copies are available to look at. This year, there are only 28 pages, rather than last year's 48 pages. The good news is that if we have to do it again, we already have most of the data needed.

Pertaining to the 2013 Budget - The 18 people working at Mendon Library are very qualified, many with undergraduate and advanced degrees, and have not had a raise for two years.

Bruce Peckham offered that we have a need to discuss who in the future will be raising funds. Presently, the Capital Campaign is committed to debt service, while the BOT is committed to the operation of the Library.

Time capsule: Mendon Library has been asked to sponsor a time capsule for the Mendon 2013 Bicentennial Celebration – the Library will decide what goes in it, and it will be buried on our property, to be opened in 50 years. A discussion ensued on what should be included: we want contemporary things, such as an iPod. We could solicit community input. Bruce Peckham and Molly Brazak would like to be involved. The Bicentennial Celebration will include a Dinner next Spring, and conclude in the Fall at the Honeoye Falls-Lima High School Homecoming. Laurie Guenther noted that 1912 was the beginning of the Mendon Library.

Treasurer's Report: (*Bruce Peckham*) The MOTION was MADE, SECONDED, and CARRIED, to approve for payment, vouchers 12-09-129 to 12-09-143 in the amount of \$5,286.08. Largest expenditures were for over \$3,700 of new materials. No bank account balances were yet available.

The following MOTION was MADE, SECONDED, and APPROVED:

Check # 242 from M&T Bank checking account
in the amount of \$200.00

to be paid to Omnipresent Puppet Theater as a Summer Reading Program event.

Budget Discussion: (Larry Young) Larry presented the Preliminary 2013 Budget, as developed by the Budget Committee. Of concern is that our revenues have been reduced, due in part to the charge increase for our services (holds, copies, fines). We will request a 3.4% increase (\$9,300) in the Library Budget. Larry suggested that we want to get on a 20% replacement schedule for technology needs. We particularly need to upgrade the server for the patron computers so that it will last a few more years. Electric bills went up exponentially this summer. If we get a real winter, the same may happen to our heating bills.

This first year of the new building, we have relied on the building warranties to take care of any repairs needed. As we won't have that for the future, who will pay for future repairs? There is \$1,000 in the Budget, so that, in case there is an insurance event, we would have the deductible available to pay. The Town Board's Budget discussion is likely to be on Sept 10 or 24. With 3 new Town Board members, it may be useful to attend and be available to explain our budget items. Unspent funds can be designated to a reserve fund. NYS comptroller suggests a general 10% reserve and make any additional fund balances dedicated to different areas of need.

There was a discussion of various budgeted items, such as equipment repair and floor cleaning. Every five years, the sprinkler system requires a greater degree of testing - and will cost more.

There was a discussion over what to do if our budget increase is turned down. Concerns: 20% of our collection has come from donations. Our circulation is very high. We cut our materials cost last year - can't really do it again. We wish we could add to it to improve

programming. Molly Brazak enquired about raises for employees: are they in line with other library employees in the county? Larry Young: our constraint is that we have to stay within the limits of what the Town Board is giving other Town employees. The Town's intent is to come up with a pool 2% increase for their employees.

This year, we received \$15,000 from the Friends, the Houck Fund and the Kade O'Brien Fund, but we can't count on the same donations for future years.

The MOTION was MADE, SECONDED and CARRIED, that the September 4, 2012 Preliminary Budget of \$301,000.00, (as presented by Larry Young), be APPROVED for submission to the Town Board.

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

Director's Report: (*Laurie Guenther*) Laurie's written report was perused. Of note was that our circulation increased when we spruced up the fiction. She has augmented our collection with "best books of all time." Many DVDs have been circulated more than 100 times! Patron computers see a lot of usage. Laurie is suggesting that we expend the remainder of the Friends' donated funds to refresh our patron server and provide 3 staff workstations.

New Business:

The time capsule was already discussed above.

A Displays and Exhibits Policy was presented, discussed and fine-tuned. Note was made that displays should be of community value, not for profit. A MOTION was MADE, SECONDED, and CARRIED, that the new Displays and Exhibits Policy be approved as amended.

A Security Camera Policy was presented, discussed, and fine-tuned. Larry Young noted that cameras for the doors were purchased with monies from the Friends. A MOTION was MADE, SECONDED, and CARRIED, to approve the Security Camera Policy as amended.

With respect to the remainder of the \$8K unrestricted gift of the Friends, Laurie Guenther suggested spending it on 3 circulation workstations, a tower case for the server, and a server refresh, adding up to \$3580.45. A MOTION was MADE, SECONDED, and CARRIED, to spend \$3,580.45 as proposed, with \$3013.78 coming from the unexpended discretionary Friends' funds, and the remainder from our unexpended discretionary and operating budget funds.

Bruce Peckham informed the BOT that he received a letter from the IRS with respect to not filing a 941 tax return for last year. BP answered that as the Town pays the wages, they pay the taxes.

Our next regular meeting is Tuesday, October 2, 2012.

Public Comment: none.

Adjournment of meeting at 9:04 pm.

Respectfully submitted by Lydia E. Archer