

## Regular Meeting of the Mendon Public Library Board of Trustees

December 6, 2011, 7:15 p.m.

Approved

**Board Members Present:** Margaret Bailey, Risa Bennett, Molly Brazak, Denise Dickinson, Heather Greene, Bruce Peckham, Mark Rowe, Larry Young

**Board Member Excused:** Stephanie Tolan

**Others:** Laurie Guenther (Library Director), Lisa Arnold (Recording Secretary), Shari Stottler (Town), Stephanie Livingston-Heywood (Friends)

**Call to Order:** 7:22 p.m.

**Public comment:** none

### Moment of silence for Heather Huntington

**Town Report** (*Shari Stottler*): Shari thanked everyone for their volunteer service to the Library Board of Trustees. The Board thanked Shari for her service to the Town of Mendon.

### Friends' Report

 (*Stephanie Livingston-Heywood*):

- The in-house book store is up and running at MPL. Surveys of the Pittsford, Rush, and Gates libraries show the continuing in-house sales generate as much as the annual book sales. MPL's Friends will offer good quality books; pricing ranges from \$1-4 per item. The continuous sale will be advertised on the library's blog and website, and in the library. A junior Friend and elderly Friend will restock and tidy up the Friends' display weekly. **Motion** made by Bruce, seconded by Molly to accept the Friends' in-house book sale. MOTION APPROVED.
- Friends will continue to sell totes, trinkets, and pictures.
- Capital Campaign Call Night volunteers are needed. Let Lisa Hochgraf know if you are available.

### Approval of Minutes:

11/11 - Amend minutes to say "quorum could not be arranged and budget committee met in lieu of special BOT meeting"; Bruce moved to approve as amended, Molly seconded, MOTION APPROVED.

### President's Report:

- Town was allocated \$500 for planting trees. Ted Collins submitted the best price and has already planted two pine trees between the parking lot and the Bailey home. The trees will act as a privacy fence against intrusive headlights in the parking lot.
- The rain gutter has been installed on the new library, but it is not keeping up with volume of rain we've been getting. Larry will address with the Town of Mendon.
- Murder Mystery was a fun night – capacity crowd.

### Treasurer's Report:

- Vouchers – Bruce motions payment for December vouchers, 11-12-213 to 11-12-231 in the amount of \$9,830.46, which includes MCLS, computer equipment. Molly seconds. MOTION APPROVED.
- Bruce motions to write a check #232 to Lynches Furniture Co. for purchase of a bench and chair for the inside of library at a cost of \$415. The chair will be in honor of Shari Stottler's mother, the funding for the bench was donated by SouthCo. Larry seconds. MOTION APPROVED.

- Bruce amends the Treasurer's report: 12/6/11 balance \$2,642.19(savings) and \$5,666.59 (checking)

### **Corresponding Secretary Report (Denice Dickinson):**

A sympathy card was sent to Michael and Jackson Huntington, and thank you cards have been sent to Christine and Tom Romig, Deric West, and Paul Osbourne.

### **Director's Report:**

- We have applied for the NYS Council of Humanities grant. This grant will highlight the Civil War, if we receive it. Lynn Menz and Bruce Peckham were accepted as co- moderator/discussion leaders.
- Those interested in receiving the library's electronic newsletter must sign up for it; no one is automatically put on the email list. This will prevent library mail being perceived as spam. Approximately 200 patrons have signed up to receive it already.
- A Gala meeting will be held next week. It is quite an event; everyone is welcome to attend.
- Paul Lonobile adapted the sign for us (painted over "opening soon").
- Molly motioned to accept the proposed 2012 "closed" dates. Bruce seconded. MOTION APPROVED.
- BOT meetings will continue to be held the first Tuesday of every month, though the July 3 meeting will be moved to July 10. Larry moves; Bruce seconds; MOTION APPROVED.

### **Committee Reports:**

- Budget – Bids went out to replace three staff computers; Bruce and Laurie put a lot of time into monitoring expenses.
  - Bruce estimates the library will end the year in the black by more than \$7,000, even with the computer purchase. The deficit that we saw in October was eliminated by cutting materials, staff, and expenses; the bulk of this came from not purchasing materials. He expects the fund balance to start out at \$31,274 in 2012. Regarding not purchasing materials since October, Risa noted it was an "unsupportable model." Bruce agreed, noting the library cannot repeat the same cuts. Larry added that the new building is substantially larger so expenses for utilities will be more.

### **Old Business:**

- Risa is interested in continuing on BOT.
- Larry felt it made sense to start reducing size of board from 10 to nine now that new library is built. Heather Greene is stepping down; Heather Huntington has passed away; we are looking to fill just Heather Huntington's term that has one year remaining. Brighton and Henrietta have five BOT members, each. Larry motions to reduce the MPL BOT size from 10 to nine by eliminating the term that expires in 2016. Molly seconds. MOTION APPROVED.
- The open BOT position will be posted at the library, on the web, and in the Mendon Town Hall. Larry motions. Risa seconds. MOTION APPROVED.
- Interviews will take place the week between Christmas and New Year's Day.

### **New Business:**

- IRS increased mileage to \$.55 ½ per mile. Larry motion to increase effective Jan. 1. Mark seconds. All approve.
- Replacement of three staff computers is needed. Bids were solicited from three businesses. QwicNet was lowest bidder. Heather G. motions the purchase of three Acer computers and one HP printer through QwicNet. Molly seconds. MOTION APPROVED.

- The draft Capital Improvement Plan was reviewed. It lists the need for security fencing outside AC unit, security lighting between the two buildings, parking space blocks, on-going technology upgrades, high velocity hand dryers in bathrooms, exterior sign lighting, and parking lot sealing. Funding sources: Library budget and Town. Mark motions to accept. Margaret seconds. MOTION APPROVED.
- Mark motions to accept the donations from Jeff Joseph, (funding for computers) M&T Bank, (funding for Summer Reading) Mary Tichenor (conference table and chairs), QuicNet (computer hardware), and Tom Romig (2 TV monitors, white noise masking system, security camera inside of building), Deric West (baby changing station for restroom) Bruce seconds. All approve.
- Larry will extend an invitation to new and current Town Board members to attend any of the Library BOT meetings
- Larry reads the bylaws to confirm nine members are within the limit. A unanimous vote is needed for the election of officers if they would like to fill the position(s) past the two-term appointment. Larry noted he is willing to be president for one more year. Risa motions to re-elect Larry as president, Molly as vice president, and Bruce as treasurer. Margaret seconds. All approve. Molly then motions to amend bylaws from a unanimous vote when electing officers to serve more than two terms to a majority vote (5.4). All approve.
- Molly expresses the need for a snow fence adjacent to the library parking lot. Larry said the Town will take care of the driveway/sidewalk snow removal.
- Larry thanks Shari for her support to the Board, acknowledged it has been a successful year.

**Adjourn:** All approve. (8:57 p.m.)

The next meeting will be held January 3, 2012 at 7:15 in the library.

Respectfully submitted,  
Lisa Arnold