

Mendon Public Library Board of Trustees Meeting
Monday February 2, 2015
7:00 p.m.

Approved

Board members present: Peter Dohr, Melissa Jacobs, Bruce Peckham, Becky Stames, Larry Young

Board members excused: Molly Brazak, Sarah Easton

Others: Cynthia Carroll (Town Liaison), Laurie Guenther (Director), Lisa Reniff (Recording Secretary)

Call to Order: Meeting was called to order at 7:15pm by Bruce Peckham.

Public Comment: None

Town Report: (Cynthia Carroll) No news from the town regarding the library.

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve the Board of Trustees minutes for Jan 5, 2015 as presented.

President's Report: (Bruce Peckham)

- Attended meeting with NYS Assemblyman Bill Nojay in his office in Lakeville with other Librarians mostly from the Pioneer Library System. The message of the meeting was to ask for a state aid increase in libraries, similar to school state aid increase of 4.8%. Nojay appreciated the position and contribution of the Libraries.
- Bruce will attend a similar meeting with NYS Senator Rich Funke with Librarians from Monroe County. Funke's office recently called asking for details on our library's current funding status.
- Attended the Capital Campaign Committee Meeting. This year they will be focusing on larger donors.

Treasurer's Report: (Larry Young)

A MOTION was MADE, SECONDED and CARRIED to approve for payment of expense vouchers #2015-02-10 through #2015-02-22 in the aggregate amount of \$2,369.99.

Report of Bank Account balances at 1/31/15:

Mendon Public Checking Account	Balance: \$37,467.02
Eunice Dehmler Frank Savings Account	Balance: \$2,651.95

Director's Report: (Laurie Guenther) The Director's report was distributed and the following highlights were discussed:

- There have been a few problems with our phone and emergency equipment that have been resolved. Casco demonstrated great customer service dealing with this multi vendor issue.
- The digitization project is progressing. The digitization of the files is complete while the cataloguing and uploading still needs to be finished. The pre 1923 newspapers will be sent to the website to be hosted soon. The permission to post is still being sought from one of the copyright holders for a small section of the newspaper.

Old Business:

HR Policy (Bruce Peckham): Mendon Public Library Employee Handbook created by HRWorks was reviewed by Sheldon Boyce and the MPL Personnel Committee. A few small items were corrected and returned.

A MOTION was MADE, SECONDED and CARRIED to approve HRWorks Mendon Public Library Employee Handbook.

New Business:

2014 Operating Budget Review (Bruce Peckham): A summary of the MPL budget vs. actual was presented with slightly lower expenditures than budgeted. This allowed decrease in use of the Library's Fund Balance, professionally prepared employee handbook and security installations.

2014 Budget Adjustments (Bruce Peckham): The final budget adjustment for 2014 was presented.

A MOTION was MADE, SECONDED and CARRIED to approve the final budget adjustment for 2014 created by Mary Fletcher of the Town of Mendon.

Review Electronic Devices Policy (Bruce Peckham): The current Electronic Devices Policy was reviewed.

A MOTION was MADE, SECONDED and CARRIED to approve the Electron Devices Policy as currently written.

Review Audit Claims Process/Policy (Bruce Peckham): The draft Audit Claims Process/Policy was reviewed.

A MOTION was MADE, SECONDED and CARRIED to approve the Audit Claims Process/Policy as amended.

Additional Discussion (Bruce Peckham): Town has approved the installation of the library security system. The board toured the newly installed security system. It will be looked into if the inspection cost is included in the maintenance fee.

Public Comment: Craig Moffitt praised the volunteer work of the board.

Adjournment: The meeting was adjourned at 8:25pm.

Respectfully submitted by Lisa Reniff