

**Mendon Public Library Board of Trustees Meeting
Monday November 3, 2014**

Approved

Board members present: Molly Brazak, Denise Dickinson, Peter Dohr, Bruce Peckham, Larry Young

Board members excused: Sarah Easton, Melissa Jacobs

Others: Laurie Guenther (Director), Cynthia Carroll (Town Liaison), 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) The town budget has been approved.

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve the amended Board of Trustees minutes for October 7, 2014.

President's Report: (Bruce Peckham) Attended New York State Non-Profit Revitalization Act workshop. The legislation will require new forms to be filled out and a greater level of compliance. The library will need a whistleblower and conflict of interest policy.

Treasurer's Report: (Larry Young)

A MOTION was MADE, SECONDED and CARRIED to approve for Payment of expense vouchers #2014-11-146 through #2014-10-164 in the aggregate amount of \$5,788.62 for October 2014 Mendon Public Library Expenses.

A MOTION was MADE, SECONDED and CARRIED to approve the following checks:

MPL Board of Trustees check #282 in the amount of \$ 59.11 to *Staple Credit Plan*, for the Toshiba external hard drive purchased on October 8, 2014. This is being funded from the restricted account "May K. Houck" for digitizing.

MPL Board of Trustees check #283 in the amount of \$ 1,600.00 to *The Town of Mendon*, for additional Saturday hours in 2014. This is being funded from the restricted "May K. Houck" account.

Check #1234353 in the amount of \$2,405.00 from the County of Monroe for the 2014-15 State Aid. This check will be deposited into the operating fund.

Void MPL Board of Trustees check #284.

MPL Board of Trustees check #285 in the amount of \$ 1,080.20 to *SiteSteward, Inc.*, for website updates. This is being funded from the restricted "May K. Houck" account.

Report of Bank Account balances at 9/30/14:

Mendon Public Checking Account Balance: \$40,191.13

Eunice Dehmler Frank Savings Account Balance: \$2,651.06 Activity: \$0.22 Interest credit

A discussion was held on the timing of the utility bill payments.

Corresponding Secretary's Report: (Denise Dickinson) Thank-you notes will be sent to the Friends executive board for their hard work.

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

- Kelly has a survey that for those that work and volunteer at the library that we would like more participation.
- We will be hiring another clerk with the departure of Lydia Archer.

Friends'/ Capital Campaign Report: (Laurie Guenther)

- The Friends/Capital campaign have decided to not repeat the Rabbit Room fundraiser, Garden Walk or Barn Dance due to several circumstances. The event committee is researching possibilities and will meet again in December to decide on a 2015 event.

Old Business:

Saturday Hours (Bruce Peckham): It was determined the reimbursement amount to the town for the extended Saturday hours was \$1600. This covered both personnel and utility costs for extending opening time two additional hours. It was noted that the library only requires \$4.66 per hour in utility costs to be open.

New Business:

Payroll: Notices concerning the change in payroll date for #1 2015 were sent from the town. It will be looked into whether it will be on 2014 or 2015 budget.

Trustee Positions: Denise will not be renewing her position on the Board of Trustees in 2015. The open position will be posted in the library and the Sentinel.

HR Policy: Discussion was held on the need to hire a firm to revise and update the HR policies for the library. It was determined since non-profits are being held to a higher standard with new regulations and the amount of time it would take for the board to undertake this task that it be hired out. Three companies were compared for price and product delivered. It was determined that the library should contract with HR Works given their experience with the town's personnel policy and a discounted rate for updates.

A MOTION was MADE, SECONDED and CARRIED to approve contracting with HR Works to develop the personnel policies for the Mendon Public Library not to exceed \$2800.

Library Policies: Four policies were distributed and will be reviewed at the next meeting. (Procurement, Payroll Processing Procedures, Cash Handling, Draft Code of Ethics)

Public Comment: None

Adjournment: The meeting was adjourned at 8:05pm.

Respectfully submitted by Lisa Reniff