

**Mendon Public Library Board of Trustees Meeting
Tuesday, October 7, 2014**

Approved

Board members present: Denise Dickinson, Sarah Easton, Peter Dohr, Bruce Peckham, Larry Young

Board members excused: Molly Brazak, Melissa Jacobs,

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

Call to Order: Meeting was called to order at 7:20pm by Bruce Peckham.

Public Comment: None

Town Report: (Cynthia Carroll) The town preliminary budget is nearing completion.

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve the amended Board of Trustees minutes for August 4, and September 4, 2014.

President's Report: (Bruce Peckham) Attended the Friends of the MPL, Capital Campaign Committee and the Town Budget Meetings. The Town Budget Public Hearing will take place on Oct. 20th. Bruce attended the Town Board meeting where the tentative budget was presented. No questions were raised about the library portion of the tentative budget.

The Friends raised approximately \$3,500 at the Books and Boots event. The proceeds will go to the capital campaign. The dance was enjoyed by all that attended and was another positive public event attached to the Library's name. The Capital Campaign offered \$10,000 in addition to the \$80,000 payment recently made to the town toward the 2015 payment. John Moffitt thanked them for giving him the option and suggested this be applied to the next year payment.

The Friends Book Sale starts Oct 30th. Volunteers are still needed.

Treasurer's Report: (Larry Young)

A MOTION was MADE, SECONDED and CARRIED to approve for Payment of expense vouchers #2014-10-130 through #2014-10-145 in the aggregate amount of \$7,703.97 for September 2014 Mendon Public Library Expenses.

A MOTION was MADE, SECONDED and CARRIED to approve MPL Board of Trustees check #281 in the amount of \$ 100.00 to *Missy Reed Music*, to pay for the Summer Reading Program Musical program on August 5, 2014. This is being funded from the restricted account "M&T Bank Summer Reading Programs".

A MOTION was MADE, SECONDED and CARRIED to accept County of Monroe check #1231671 in the amount of \$ 269.00 for "2014 – 15 Family Literacy Grant". This check will be deposited in the restricted account

“Summer Family Literacy Grant” to be used in support of the Summer Reading Program to purchase books, music, story time materials, craft materials or other Summer Reading Program materials.

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

Bruce and Larry will meet on Oct. 23 to file the not-for-profit tax exempt form.

Corresponding Secretary’s Report: (Denise Dickinson) A note of appreciation will be sent to those who put together the Barn Dance.

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

- The quilt display from the Genesee Valley Fiber Arts Guild is a nice addition to the library. Many thanks to the Town Highway Dept for hanging them.
- Story Time is getting increased attendance with approximately 20 children attending this morning’s session.
- On Oct. 28th MCLS is having a Non-Profit Revitalization Act training. All are welcome to attend. Pre-registration is necessary.
- The digitization of the Sentinel and High School yearbook is going well and would like to have it completed by the end of the year. Instead of only partially completing the project, it is being requested that additional funding of \$11,000 be approved to allow digitization, cataloged and hosted online of the entire collection of newspapers and yearbooks. This would eliminate the start up fees that would be incurred by doing it piecemeal. The funding would come from the May K. Houck grant.

A MOTION was MADE, SECONDED and CARRIED to increase expenditure from \$5,000 to \$16,000 from proceeds of the May K. Houck Grant for the increased scope and efficiency of the project.

- A review our financial practices at the library are being worked on in preparation for an audit. It has been a while since an audit was performed and while we are not expecting one we should be prepared.
- A discussion about how to fund the Saturday hours was held. Laurie will determine how much funds were used of the extension of the Saturday hours paid for by the Mary K. Houck grant and contact the Houck Fund in regards to rolling over the remaining funds. A check for the cost of the hours will be given to the Town.

Friends’/ Capital Campaign Report: (Laurie Guenther)

- The Friends signed up for ROC the Day.
- The Capital Campaign recently sent an annual appeal letter. The Friends have made total payments to the Town of Mendon for \$380,000 leaving approximately \$150,000 over the next two years.
- The events committee has held some really nice events that have not only raised money, but also awareness of the library in the community.

Old Business:

Personnel Policy (Bruce Peckham): In order to conform MPL Personnel Policy to the Town of Mendon Personnel Policy will cost \$2,800 using the same company as the town used. The board will pursue the cost and benefits of hiring out the personnel policy.

New Business:

Petty Cash: A petty cash policy was presented. The policy followed current practice with the change in the amount of petty cash from \$50 to \$75.

A MOTION was MADE, SECONDED and CARRIED to adopt the Petty Cash Policy as amended.

Memorial Garden: The Friends are requesting space for a small memorial garden for a family of a donor. The Friends will send a letter to the Town Board asking for approval for improvement of the library.

Public Comment: Dan Bassette suggested that in the digitization project the library scans all the current yearbooks and then release them as the students' age

Adjournment: The meeting was adjourned at 8:30pm.

Respectfully submitted by Lisa Reniff