

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

Approved

Board members present: Molly Brazak, Sarah Easton, Peter Dohr, Melissa Jacobs, Bruce Peckham, Larry Young

Board members excused: Denise Dickinson

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

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

Public Comment: None

Town Report: (Cynthia Carrol) It was noted by the Board that the town had been quick attending to Library maintenance of the hot water heater.

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve the Board of Trustees minutes for Monday, February 3, 2013.

President's Report: (Bruce Peckham)

- The Heartbeats for Mendon, Mendon Public Library Sweepstakes at the Rabbit Room is shaping up to be a wonderful event with Teagan and The Tweeds playing and 13 great prizes in the sweepstakes. All are encouraged to attend.
- A Letter has gone out to NYS Senator Ted O'Brien requesting bullet aid. So far no response has been received. Former library board president Sheri Stottler offered to meet with Senator O'Brien to help in our effort.

Treasurer's Report: (Larry Young)

A MOTION was MADE, SECONDED and CARRIED to approve for payment of expense vouchers #2014-03-28 through #2014-03-44 in the aggregate amount of \$6,030.86.

A MOTION was MADE, SECONDED and CARRIED to accept check # 499 for the amount of \$5,000 from the Friends of the Mendon Library (May K Houck grant) for the purpose of digitizing historical records.

A MOTION was MADE, SECONDED and CARRIED to approve check # 260 for \$145 to reimburse Laurie Guenther for Tech Soup Microsoft Windows Multipoint Server 2012 Premium Edition and 12 Windows Multipoint Server CAL Packs. Administrative fee is \$145, fair market value \$3,733. This is from the restricted Library Enhancements gift from the Friends.

The financial report was received from the town and was on budget.

Director's Report: (Laurie Guenther)

The Director's Report was distributed.

Much time and resources has been spent trying to diagnose and fix the patron terminals. After 3-4 days diagnosing it was determined that the server needs to be rebuilt. Quicknet will donate the server rebuild, labor and new dumb terminals.

New prize options for the Summer Reading Program are being proposed. This year we wish to offer a choice of either a book or a stuffed animal.

A MOTION was MADE, SECONDED and CARRIED to pre-approve a payment for prizes for 2014 Summer Reading Program of up to \$450 check payment and cash disbursement of \$50.

The Together Reading Program is going very well.

Corresponding Secretary's Report: (Denise Dickinson) No report.

Committee Reports: None

Old Business:

Committee Assignment: (Bruce Peckham) The committee assignments will be finalized at next month's meetings.

Time Capsule: (Bruce Peckham) The capsule needs to be completed and buried. The Board will work on packing the capsule after the April board meeting.

New Business:

Refund Policy (Laurie Guenther) A change to the refund policy was presented that would require refunds over \$25 to be reimbursed through an approved voucher at a Board of Trustees meeting and payment by the town.

A MOTION was MADE, SECONDED and CARRIED to approve the Mendon Public Library Refund Policy as amended.

Personnel Policy: A discussion of the accrued sick leave and use of that leave was discussed and the liability of the current and proposed clarification. It was also noted that all personnel policies will be reviewed in detail with the town's are reviewed.

A MOTION was MADE, SECONDED and CARRIED to that the personnel policy be adjusted to the interpretation of the town policy to include parent in the definition of immediate family.

Credit Card Payment Program: (Laurie Guenther) A possible credit card payment program was introduced to the board for discussion. It is felt that it is a convenience that the library will have to provide at some point. Currently credit cards are accepted for fine payment on the MCLS web site. The MPL receives 1.24% of MCLS credit card payments. This topic will continue to be researched and discussed.

Mendon Library Foundation: (Laurie Guenther) Grant Update was distributed.

Public Comment: None

Adjournment: The meeting was adjourned at 8:50pm.

Respectfully submitted by Lisa Reniff

