

**Mendon Public Library  
Board of Trustees Meeting  
November 7, 2016 – 7:00 P.M.**

**Approved**

**Present:** Molly Brazak, Anne-Marie Gordon, Craig Moscicki, Bruce Peckham, Cristina Romig, Larry Young

**Absent:** None

**Others Present:** Kelli Conner, Lauren Conner, Alicia Zysman-Cromwell, Cynthia Carroll (Town Representative), Laurie Guenther (Library Director), Emily Brincka (Recording Secretary)

The meeting was called to order at 7:00 P.M. by Bruce Peckham.

**Public Comment:**

Kelli Conner and her daughter Lauren Conner presented a pop-up food pantry project for the Library Board's consideration. Once approval is granted from the Board of Trustees, Lauren will present to the Girl Scouts as a possible Gold Project.

It was MOVED, SECONDED, and CARRIED to move forward with this project. Bruce was going to check with the Town attorney to see if this was appropriate for the Library. It is assumed this project won't add to library staffing responsibilities, and space for the project would be kept to a minimum. They will also try and work with the existing food cupboard, so efforts are not duplicated.

**Town Report:** (Cynthia Carroll)

Cynthia reported the Town Board approved the Preliminary 2017 Town Budget and it is posted on the Town website for review. A public hearing for the budget will take place on November 14. The Library numbers were not changed from what the Library Board submitted to the Town in September.

**President's Report:** (Bruce Peckham)

Bruce noted there will be an agenda item for the December meeting to discuss officers for 2017. Bruce has filled two terms as president, therefore he is not eligible to be President in 2017.

**Corresponding Secretary's Report:** (Craig Moscicki) Nothing to report.

**Director's Report:** (Laurie Guenther)

Funke Grant: The title on the project has been changed to Town of Mendon. Bruce spoke with Mendon Town Supervisor John Moffitt who indicated soft costs would be about \$4,500. Since the grant does not cover soft costs, the library board plans on paying those (such as bid documents, scope of project documents, engineering reports) for the project after review of the all applicable documents. It is hoped we can move the project along, and possibly pay this in December. John suggested to Bruce the project would take place after the beginning of the year.

NYS Construction Public Library Construction Grant: Laurie was notified that the Mendon Library has received funding for this matching grant. Due to the changes in the Funke money, some minor changes were made in our application. The

change in the application was from the majority of the project being funded by SAMS grant awarded to the Mendon Library, to the majority of the project being funded by the Town of Mendon.

**Treasurer's Report:** (Molly Brazak)

Molly related the bank account balances. As of September 30, 2016 the Savings account balance is \$2,656.15 and the Checking account balance is \$29,481.29.

Molly presented the vouchers for review. A significant portion of this month's vouchers are purchases of non-fiction and children's materials. Expenses of note that have stayed flat this year include Casco for building security, SkyPort IT for managed information technology services and the Monroe County Library System cost shares. These are also onetime expenses included in these vouchers.

It was MOVED, SECONDED, and CARRIED to approve expense vouchers 2016-11-143 through 2016-11-162 in the amount of \$21,883.16.

It was MOVED, SECONDED, and CARRIED to approve check #336 in the amount of \$29.39 to *Honeoye Falls Marketplace* for supplies for the "Chill Out at the Library" program on September 13th, and the Youth Librarians meeting on September 14th, to be taken from the M and T Summer Reading Grant Account.

**OLD BUSINESS:**

The National Grid bill was discussed. Laurie will determine if we can be put on a budget plan, and have a check ready at the same time each month.

**NEW BUSINESS:**

The Board reviewed the four quotes for replacing the copier at the end of its lease in March 2017. It was noted that the library is one of the only places in town where the public can make copies. The preferred copier would provide high quality image copies for the public as well. In addition, the copier would save patrons and staff both time and money with the ability to copy at twice the speed we currently copy and allow the creation of high quality images, brochures, etc. in house that were previously done using a vendor. The monthly lease payments will be less than we are currently paying.

It was MOVED, SECONDED, and CARRIED to approve the lease quote for the *Xerox WorkCenter 7556*.

The December meeting will include a review of end of year expenses; Bruce asked Laurie and the staff to consider possible end-of-year expenses that could be paid for with 2016 funding.

A revision to the Rules of Conduct policy was presented. It was MOVED, SECONDED and CARRIED to approve the revision of the Rules of Conduct policy presented, pending approval by Town attorney Sheldon Boyce.

It was proposed that the board review the board committee positions at the next meeting. The committees and the associated responsibilities are available on the library web site.

Alicia Zysman-Cromwell attended the library board meeting, expressing interest in becoming a board member. The Library will post the position, and interviews will be held near the end of the month for the position by the personnel committee.

The meeting adjourned at 8:19 P.M.