

Mendon Public Library Board of Trustees Meeting

Mendon Public Library

February 1st, 2016

7:00 p.m.

Approved

Present: Molly Brazak, Melissa Jacobs, Bruce Peckham, Becky Stames, Larry Young

Others present: Cynthia Carroll (Town Board), John Moffitt (Town Supervisor), Laurie Guenther (Director), Lisa Reniff (Recording Secretary), Dan Bassette.

Call to Order: Meeting was called to order at 7:03 p.m. by Bruce Peckham

No public comment.

Town Report: (John Moffitt)

It was expressed the good relationship between the library board and the town, and how much has been done together to improve the library. John Moffitt suggested two items the Library Board consider in using the grant monies. The large overhead lighting fixtures, a rebuild of the inside will improve energy efficiency and lengthen the life of the bulbs. This project is expected to cost about \$5000. The second item the Supervisor would like the library board to consider is a new hot water heater for the library. The existing hot water heater needs a lot of maintenance, with expensive parts. He feels the existing hot water heater is over-kill for the small amount of hot water the library uses. A new hot water heater would be relatively inexpensive. The roof at 15 Monroe St. was discussed. The amount of the grant would not be enough to cover the cost of a new roof. The town has set up a reserve account toward repairing the roof. Actual expenditures from the grant will need to be approved by the Library Board, consideration will be given to projects suggested by the town, and the town board will approve all structural improvements to the library. The Director informed the board that Peter Dohr and George Weigand were brought in as volunteers to help gather information and quotes for the various projects requested by the board. They are a great resource to the library with their backgrounds in facilities management.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees January 4, 2016 minutes as amended.

President's Report: (Bruce Peckham)

The town board approved the reduction of Library Trustees members from seven to five.

A talk was given to the Fortnightly Club and a \$50 donation was given in turn.

Attended a meeting hosted by Rich Funke's staff member regarding Library concerns. Sally Snow gave a good presentation supporting state aid for libraries. It was expressed that we are an outreach for the town, often the only town employees the residents see.

Treasurer's Report: (Bruce Peckham)

It was MOVED, SECONDED, and CARRIED to approve Library vouchers 2016-02-05 through 2016-02-15 for a total amount of \$2,191.46.

The Board of Trustee's accounts balances will be reported at the next meeting due to the timing of this meeting.

It was MOVED, SECONDED, and CARRIED to approve revised abstract total for January 4, 2016. The abstract line item for Brodart did not match the Brodart voucher total (which was correct.) Previously approved abstract total was \$669.43. The corrected total for abstract 2016 01 should be \$485.13.

It was MOVED, SECONDED, and CARRIED to donate old projector and microfilm reels to the Mendon Historical Society.

Meeting Date: Feb. 1, 2016

Review Date: March 7, 2016

Approved Date: March 7, 2016

It was MOVED, SECONDED, and CARRIED to accept 3 donation checks for a total of \$130.00, to be deposited in the Unrestricted Funds account, then transferred to the Friends of Mendon Public Library Capital Campaign account.

It was MOVED, SECONDED, and CARRIED to approve check #310 to *Frontier* for \$189.99 for the "Broadband Extreme Plus Static Loop and Port" (bill dated December 25, 2015 due January 19, 2016) to be taken from the May K. Houck Grant account.

It was MOVED, SECONDED, and CARRIED to approve check #311 to *Frontier* for \$139.33 for the "Broadband Extreme Plus Static Loop and Port" (bill dated January 16, 2016 due February 9, 2016) to be taken from the May K. Houck Grant account.

It was MOVED, SECONDED, and CARRIED to approve check #312 to *The Friends of the Mendon Public Library* for \$130.00 for misdirected donations, to be taken from the Unrestricted Funds account.

It was MOVED, SECONDED, and CARRIED to authorize pre-payment of contractual utilities such as; water, electric, gas, phone, refuse pickup and copier contract." All pre-paid transactions will be fully reviewed and approved at the next Library Board of Trustee meeting.

It was MOVED, SECONDED, and CARRIED to approve 2016 mileage reimbursement rate of .540 per mile in personal vehicles used for library purposes beginning Feb. 1, 2016.

It was MOVED, SECONDED, and CARRIED to approve 2015 budget line adjustments as submitted by the Town Finance officer.

Corresponding Secretary Report: (Molly Brazak) Nothing to report.

Director's Report: (Laurie Guenther)

The draft of the NYS Annual Report was distributed and reviewed.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Annual Report for Public and Association Libraries upon receipt of the statistical data from MCLS.

A draft of the 2015 Annual Report was distributed for review and comment. The Annual Report will be publicized to the community in the coming weeks.

The director's report was distributed with the following highlights:

- The computer installation went smoothly with Skypoint. Deb Jahn was very helpful with the installation.
- Kelly Paganelli will be transitioning to the children's assistant position over the next few months. There has been some great volunteers helping out in the transition time. Diane Hagreen from Mendon Community Nursery School has been filling in for story time.
- Two grants were submitted this month. One to M and T Charitable Foundation, for the summer reading program and another to May K. Houck Foundation.
- The Friends secured an Ad-Council grant that will be getting underway. This is a process that will involve gathering information from the public and the library leaders and staff that will help create a brand for the library. It would be helpful if library and town board members would attend the one day workshop.
- The Friends are sponsoring a night at the Cottage Hotel on Feb 23rd. The proceeds from kids meals and special drinks will go to the Friends.

OLD BUSINESS

BOT Calendar for 2016 : The BOT agenda calendar for 2016 was handed out.

No public comment: None

Adjourned at 8:35pm