

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
Monday, October 2, 2017
7:00 p.m.

Approved

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

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

Meeting was called to order at 7:05pm by Molly Ortiz-Brazak

Public Comment: No public comment.

Town Report (Cynthia Carroll) The tentative budget is complete. It was noted that there was a difference between the Library's submitted budget and that presented by John Moffitt at the Town Board Meeting. Cynthia will look into if this is just an oversight or an actual cut in the budget. It was also noted that the library's tax allocation will be more due to less usage of the fund balance. The Town Board will be voting on the preliminary budget on October 16th with a public hearing scheduled at that time.

Trustee Communications:

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees September 11, 2017 minutes.

Larry Young arrived at 7:15pm

President's Report: (Molly Ortiz-Brazak) Nothing to report beyond what has been covered.

Treasurer's Report: (Craig Moscicki)

It was MOVED, SECONDED, and CARRIED to approve the following account balance transfers:

From			To		
Account	Number	Amount	Account	Number	Amount
Postage Freight	.424	\$20.00	Window Cleaning	.473	\$10.00
			Building Main./Repairs	.460	\$10.00
Xerox	.440	\$150.00	Custodial Supplies	.455	\$150.00
Hardware	.230	\$75.00	Technical Services	.210	\$75.00
Total		\$245.00			\$245.00

It was MOVED, SECONDED, and CARRIED to: accept the enclosed list of misdirected donation checks for a total of **\$290.00**, to be deposited in the Unrestricted Funds account.

Date	Check #	Memo	Amount
09/18/2017		Deposit	\$250.00
	2028	Donation – MISDIRECTED	\$250.00

09/27/2017		Deposit		\$40.00
	2180	Donation – MISDIRECTED	\$40.00	
Total :				\$290.00

It was MOVED, SECONDED, and CARRIED to: approve check #362, in the amount of \$290.00 to *The Friends of Mendon Public Library* for misdirected donations, to be taken from the Unrestricted Funds account.

It was MOVED, SECONDED, and CARRIED to: accept check #1289335 for \$2,656.00 from The County of Monroe, for the NY State Library Aid, to be deposited in the L3840 State Library Aid account.

The vouchers were reviewed.

It was MOVED, SECONDED, and CARRIED to approve expense vouchers 2017-10b-146 through 2017-10b-156 in the amount of \$5,865.78.

The Board of Trustee’s accounts held the following balances:

Account Balances	Date Ending	Balance
Mendon Public Library – M & T Checking Account	8/31/17	\$ 61,032.86
Eunice Dehmler Frank Fund – M & T Savings Account	8/31/17	\$ 2,658.59

Corresponding Secretary Report: (Anne-Marie Gordon) Nothing to report.

Director’s Report: (Laurie Guenther)

The Director’s Report was distributed for review.

The library had experienced some shortage in clerk hours. It was recommended that Katherine Cummings be hired as a part-time senior library clerk starting immediately. Katherine currently works at the Henrietta Library and is trained on the CARL system as well as having a flexible schedule. It was also recommended with increase in NYS minimum wage in January, that the library increase their minimum pay rate to \$10.40 in advance to bring all staff to the minimum wage when doing the merit/cost of living increases in January.

It was MOVED, SECONDED, and CARRIED to approve a pay increase for any clerks that are below \$10.40 per hour be paid \$10.40 per hour.

It was MOVED, SECONDED, and CARRIED to approve hiring Katherine Cummings as a Senior Library Clerk.

Kelly and Laurie have been in communication with Demco regarding a final proposal for shelving for children’s area. Furniture quoted for the project will be under New York State Contract. The designers will also be looking at long-range plan for replacement of some of the adult shelving at the same time. The designers and staff have reviewed the current shelving and are not recommending refurbishing due to some of the stacks are out of alignment, rusty, and not stable. This shelving was meant as a stop-gap measure when moving into 22 North Main Street. The Wood Library no longer felt this shelving was usable. The current shelving in the adult and juvenile fiction is tall and there are questions about it’s stability. We are looking at the same style shelving throughout the library, to provide continuity. Specific spaces can be delineated by different carpet, paint, and arrangement of furniture. Steel/Wood shelving is the most durable and cost effective; this is what the designers

are recommending. We looked at mobile shelving for the entire library, but that will not be possible. Higher shelf units will need to be stationary because of stability issues with higher mobile shelving. The proposal will be reviewed by the BOT when it is received.

Some programs were highlighted: talk by author Rick Riordan in Rochester, Movie screening and talk by Inside Out screenwriter and HFL alum Meg LeFauve, visit and read aloud by children's author Jay Keller, and may other programs.

The Friend's book sale is scheduled for November 9-11th and 18th. Volunteers are needed.

The Friends are in need of members and officers for this year. There is a social gathering planned on November 30th to introduce those interested to the organization.

Kelly Paganelli, MPL's Children's Librarian, will be inducted into the Honeoye Falls – Lima School Hall of Fame this weekend. A small gathering will be held for those that wish to celebrate her induction.

OLD BUSINESS

Children's Area Construction:

A discussion was held regarding the reconfiguration of the approved NYS Construction Aid for Public Libraries Grant. It was determined by the town that the installation of a utility sink was unsuitable and not recommended by the project engineer due to the cast floor and would be replaced with a closet. John Moffitt consulted with NYS Library development and received approval for this change. The Town Board passed a resolution regarding this amendment at their September 11, 2017 meeting, and the Library Board will need to approve the changes and file amendment paperwork to NYS Library Development. The amendment will be sent to the NYS Library Development after approval by the MPL BOT and the Town Board. A quote for the closet construction will also need to be sent to the state. Bruce will ask the town for a quote for the construction of the closet. The reallocation of funds between the NYS Construction Grant and the SAM's Grant may be needed. Shelving will need to be purchased with both grants. It was noted, the start date of the project will not be adjusted as a result of this amendment. This is also Mendon Library's opportunity to use State Grant money for this project. The library will not be awarded additional State funding for this project.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve a resolution regarding the amendment of the application of grant funds as presented:

A motion was made by Mr. Peckham, seconded by Ms. Ortiz-Brazak, to adopt the following:

WHEREAS the Town Board of the Town of Mendon on September 11, 2017, approved a resolution approving a grant to the Mendon Public Library by the New York Construction Aid for Public Libraries (Project Number 0386176894) (hereinafter "NYCAPL") subject to certain conditions and

WHEREAS one of the conditions required amendment of the original grant application to delete reference to a sink and the addition of an internal storage area,

BE IT RESOLVED, by the Board of Trustees of the Mendon Public Library, that an amendment to the subject grant be submitted to the New York Construction Aid for Public Libraries, subject to prior Mendon Town Board Approval, in form satisfactory to NYCAPL encompassing the information attached to this Motion and made a part hereof.

As an addendum to this motion the Board of Trustees of the Mendon Public Library acknowledges the other conditions in the Town Board Resolution of September 11, 2017, and agrees to abide by them.

As a further addendum to this Motion the Board acknowledges and notifies all involved parties that the NYCAPL requires commencement of construction 180 days after notice of NYCAPL approval to the Mendon Public Library, which is believed to be on or about November 22, 2017.

As a final addendum to this motion the Board acknowledges and notifies all involved parties that a question remains regarding utilization of funds under another pending grant for the project, the “DASNY/SAMS Grant”, for purposes of purchasing library shelving to be used exclusively in the renovated children’s area.

2018 Proposed Library Budget:

The draft budget approved by the Library Board was given to the Town last month. The Library Board noted the difference between the draft budget submitted to the town and the tentative budget approved by the Town. It was assumed this was an oversight and will be looked into.

NEW BUSINESS

Capital Improvement Plan:

The Capital Improvement Plan was discussed. It was agreed upon that shelving and children’s enhancement were the critical future needs. A new plan was created reflecting those priorities with children’s enhancement set at 25k, 10k for shelving and acoustical panel, 10k for technology and 3k for computers for 2018-2024 time frame.

It was MOVED, SECONDED, and CARRIED to approve the Capital Improvement Plan for 2018-2024 as proposed.

Public comment: None

Adjourned at 8:40pm