

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**Monday April 3, 2017**  
**7:00pm**

**Approved**

**Present:** Molly Ortiz-Brazak, Alicia Zysman-Cromwell, Craig Moscicki, Bruce Peckham

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

**Excused:** Anne-Marie Gordon, Cristina Romig, Larry Young

Meeting was called to order at 7:02pm by Molly Ortiz-Brazak

**Public Comment:** No public comment.

**Trustee Communications:**

Bruce communicated with John regarding the children's area construction project. The town will be approving a new town engineer at their April 10<sup>th</sup> meeting. It is expected once this is done, progress on library projects will begin.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the March 6, 2017 Board of Trustees meeting.

**President's Report:** (Molly Ortiz-Brazak)

The proclamation in honor of Ron Knight is planned for April 10<sup>th</sup> town board meeting.

**Treasurer's Report:** (Craig Moscicki)

M&T Bank is supporting the library's summer reading program again this summer.

It was MOVED, SECONDED, and CARRIED to approve deposit of check number 90027050 in the amount of \$1,000.00 from *M&T Bank* to be deposited in the *Summer Reading Program* restricted account.

It was MOVED, SECONDED, and CARRIED to approve expense vouchers 2017-04-37 through 2017-04-55 in the amount of \$8,000.33.

**Corresponding Secretary Report** (Molly Ortiz-Brazak) A thank-you note was sent to John Moffitt for appreciation of his attendance at the last board meeting.

Cynthia Carroll arrived

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

The Director's Report was distributed for review with the following highlighted:

- The library saw heavy usage during the recent wind and snowstorms. Patrons using the heat, electricity and Wi-Fi.
- Non-library vehicles have been parking the entrance from 15 Monroe St. blocking delivery, garbage and emergency vehicles. Under the advisement of John Moffitt and Sheldon Boyce, a letter has been hand delivered to the adjacent residents informing them that their cars will be towed. The staff are instructed to call John Moffitt if unauthorized vehicles are parked in the driveway at 15 Monroe Street.
- The Assistant Director for MCLS is scheduled to come to our June 5<sup>th</sup> BOT meeting to talk about the MCLS system, legal and fiduciary responsibilities, and effective library boards.
- We are replacing the pads and batteries for the AED and are holding a review of the AED for staff and any patrons that wish to attend.
- Work on our branding continues. Staff are adding touchpoint suggestions to a work board.
- The Girl Scouts have used the library to highlight Girl Scouting during the month of March. Historical uniforms, local girl scout awards, and current information were on display. A Junior troop hosted a story time and craft activity night which more than 60 kids and 30 adults attended. Lisa Reniff assisted the girl scouts in a very successful overnight at the library. The girls had a great time, and were very excited to spend the night surrounded by books.
- The Friends book sale is scheduled for April 20-22, 29 and June 17. Volunteers are greatly appreciated. Sign up is on the library website.

## **OLD BUSINESS**

### **Revision of Bylaws:**

The proposed bylaw revisions were sent to the Town Attorney, Sheldon Boyce. He approved the revisions. The main revision was the change of title from Treasurer to Financial Officer as recommended by the NYS Library Development.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the revised Bylaws of the Mendon Public Library.

**Children's Area Construction:** It was reported earlier in the meeting that the town will be approving a new town engineer at their April 10<sup>th</sup> meeting. It is expected once this is done, progress on library projects will begin.

## **NEW BUSINESS**

**Summer Reading:** It was reported earlier that M&T will be supporting the library's summer reading program this summer with a check for \$1,000.

### **Quarterly Budget Review:**

**2016 Account Reconciliation and 990EZ:** Bruce distributed and reviewed his balance sheet that is used for tax preparation purposes. There were a couple discrepancies in the data that were corrected. He distributed a draft 990 EZ form.

It was **MOVED**, **SECONDED**, and **CARRIED** to accept the following checks written to the Finish Line Campaign:

Date	Check Number	Amount
6/8/2016	2546	\$ 30.00
6/8/2016	2794	\$ 26.00
6/8/2016	1611	\$ 200.00
6/10/2016	6207	\$ 50.00
6/10/2016	1507	\$ 30.00
6/13/2016	2837	\$ 50.00
6/14/2016	2624	\$ 100.00
7/7/2016	3288	\$ 25.00
7/14/2016	2501	\$ 26.00
7/14/2016	5740	\$ 200.00
<b>TOTAL</b>		<b>\$ 737.00</b>

All of the above checks reconcile to the Bank Statements for June and July 2016.

It was MOVED, SECONDED, and CARRIED to void check # 340.

It was MOVED, SECONDED, and CARRIED to approve check # 341 in the amount of \$737.00 to the Friends of the Library for donations accepted from the Finish Line Campaign.

Tax form 990EZ must be submitted by May 15, Bruce will have the final tax return for next month's meeting.

**Summer BOT Meeting Dates:**

Due to summer vacation schedules the summer BOT meetings were rescheduled.

It was MOVED, SECONDED, and CARRIED to cancel MPL BOT meeting on July 10<sup>th</sup> and August 7<sup>th</sup> and schedule meetings on June 26<sup>th</sup>, July 20<sup>th</sup> and August 21<sup>st</sup> at 7:00pm with regular meetings resuming in September.

**Town Report** (Cynthia Carroll) Brush pickup will begin.

**Adjourned at 8:02pm**