

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**July 19, 2017**  
**6:00 p.m.**

**Approved**

**Present:** Molly Ortiz-Brazak, Anne-Marie Gordon, Alicia Cromwell, Craig Moscicki, Bruce Peckham

**Excused:** Cristina Romig, Larry Young,

**Others present:** Laurie Guenther (Director), Lisa Reniff (Recording Secretary).

Meeting was called to order at 6:13 p.m. by Molly Ortiz-Brazak

**Public Comment:** No public comment.

**Town Report:** No report.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes of the Mendon Public Library Board of Trustees June 25, 2017.

**President's Report:** (Molly Ortiz-Brazak) Nothing to report.

**Corresponding Secretary Report:** (Anne-Marie Gordon) A letter was drafted to John Moffitt in response to his letter of June 6<sup>th</sup>.

**OLD BUSINESS**

**Construction Project:**

The town approved the contract with LaBella Associates Engineering for the children's area construction project not to exceed \$10,000. Per a conversation with Cynthia the town is aware of the December 1<sup>st</sup> deadline and intends to proceed. The gutter repair to the library was also approved. The town also relayed some concerns with the logistics of hooking up the utility sink.

There was also a contract approved to repair the roof on 15 Monroe St.

**Response to Supervisor Letter:**

The Board drafted a letter following the discussion at the previous Board of Trustee meeting, responding to concerns expressed by John Moffitt in a letter to Molly Brazak dated June 6<sup>th</sup>.

It was MOVED, SECONDED, and CARRIED to approve the letter to John Moffitt as amended.

**NEW BUSINESS**

**IRS:**

A letter from the IRS was received regarding the library's 990 submission. The form needed some information filled in differently and resubmitted.

It was MOVED, SECONDED, and CARRIED to approve the amended IRS 990ez form.

**Meeting Schedule:**

The next Board of Trustee’s meeting will be on August 21<sup>st</sup> at 7pm with the a budget workshop following the normal meeting agenda. A second budget workshop is scheduled for August 28<sup>th</sup> at 7pm. Kelly, the Children’s Librarian, will also be presenting the scope and motivation behind the children’s area construction project and the associated grants involved to the Town Board on August 14<sup>th</sup>. All board members are encouraged to attend the Town Board meeting on Aug. 14<sup>th</sup>.

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

The staff has been working very hard with the increased library usage during the summer and the coinciding vacations.

The MCLS Document of Understanding for Branch Libraries was distributed for review. The Board will approve and Molly will sign as the Board President at the next meeting. The significant change applicable to the Mendon Library was a re-definition of computer services for small libraries. Computer services at the Mendon Library are supported by both the MCLS LAS dept. and our managed service contract with Skyport.

The NYS Construction Grant award was received with a approved budget of \$17,509 and final report due on 7/30/18. These funds are to be spent for a utility sink and furniture for the children’s area. A requirement of this grant is to provide matching funds, which are available in the BOT account.

The library received \$3,000 NYS Bullet Aid. This is down 50% from last year.

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

The vouchers were reviewed

It was MOVED, SECONDED, and CARRIED to approve expense vouchers 2017-07-109 through 2017-07-116 in the amount of \$3,176.08.

It was MOVED, SECONDED, and CARRIED the following motions:

Motion to approve check #349, in the amount of \$175.00 to *Stories Galorious* for the June 27<sup>th</sup> “Bridges to Understanding” program, to be taken from the M&T Summer Reading Grant account.

Motion to approve check #350, in the amount of \$45.00 to *Linda Schmackpfeffer* for the July 6<sup>th</sup> “Baby Sing, Sign, & Play Class”, to be taken from the M&T Summer Reading Grant account.

Motion to approve check #351, in the amount of \$150.00 to *Mary Jane Wenner* for the July 18<sup>th</sup> “Scrap Art: Nature Dwellings”, to be taken from the M&T Summer Reading Grant account.

Motion to accept the enclosed list of misdirected donation checks for a total of \$810.00, to be deposited in the Unrestricted Funds account.

| Date       | Check # | Memo                           | Amount   |          |
|------------|---------|--------------------------------|----------|----------|
| 06/27/2017 |         | Deposit                        |          | \$ 25.00 |
|            | 9466    | High 5! Donation - MISDIRECTED | \$ 25.00 |          |

|                   |        |                                |           |                  |
|-------------------|--------|--------------------------------|-----------|------------------|
|                   |        |                                |           |                  |
| <b>06/27/2017</b> |        | <b>Deposit</b>                 |           | <b>\$ 50.00</b>  |
|                   | 2281   | High 5! Donation - MISDIRECTED | \$ 50.00  |                  |
| <b>06/29/2017</b> |        | <b>Deposit</b>                 |           | <b>\$ 25.00</b>  |
|                   | 133    | High 5! Donation - MISDIRECTED | \$ 25.00  |                  |
| <b>07/06/2017</b> |        | <b>Deposit</b>                 |           | <b>\$ 20.00</b>  |
|                   | 7608   | High 5! Donation - MISDIRECTED | \$ 20.00  |                  |
| <b>07/11/2017</b> |        | <b>Deposit</b>                 |           | <b>\$ 90.00</b>  |
|                   | 5692   | High 5! Donation - MISDIRECTED | \$ 15.00  |                  |
|                   | 624    | High 5! Donation - MISDIRECTED | \$ 25.00  |                  |
|                   | 1544   | High 5! Donation - MISDIRECTED | \$ 50.00  |                  |
| <b>07/13/2017</b> |        | <b>Deposit</b>                 |           | <b>\$ 500.00</b> |
|                   | 422127 | High 5! Donation - MISDIRECTED | \$ 500.00 |                  |
| <b>07/18/2017</b> |        | <b>Deposit</b>                 |           | <b>\$ 100.00</b> |
|                   | 2610   | High 5! Donation - MISDIRECTED | \$ 100.00 |                  |
|                   |        |                                |           |                  |
|                   |        | <b>Total :</b>                 |           | <b>\$ 810.00</b> |

Motion to approve check #352, in the amount of \$810.00 to *The Friends of Mendon Public Library* for misdirected donations, to be taken from the Unrestricted Funds account.

Motion to approve check #353, in the amount of \$80.00 to *Anita Ricci* for the July 12<sup>th</sup> “Yoga” program and the July 19 “Mindfulness” program, to be taken from the M&T Summer Reading Grant account.

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

| <b>Account Balances</b>                           | <b>Date Ending</b> | <b>Balance</b> |
|---|--------------------|----------------|
| Mendon Public Library – M & T Checking Account    | 6/30/16            | 46,224.86      |
| Eunice Dehmler Frank Fund – M & T Savings Account | 6/30/16            | 2,658.14       |

**Adjourned at 7:00pm**