

**Mendon Public Library Board of Trustees Meeting**  
**Mendon Public Library**  
**August 21, 2017**  
**7:00 p.m.**

**Approved**

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

Excused: Anne-Marie Gordon, Cristina Romig

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

Meeting was called to order at 7:00 p.m. by Molly Ortiz-Brazak

**Public Comment:** No public comment.

**Town Report** (Cynthia Carroll) All is running well at the town, it has been a quiet summer. Highway department is working on Boughton Hill Rd and a sidewalk is going in on Quaker Meeting House near the Middle School.

**Trustee Communications:** Bruce attended a Republican Committee Picnic.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees July 19, 2017 minutes.

**President's Report:** (Molly Ortiz-Brazak) Nothing to report beyond what will be covered later.

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

It was noted that reallocation of monies between accounts need to be performed before those monies are spent.

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

<b>August 2017 Balance Transfers</b>			
<b>From Account</b>	<b>Amount</b>	<b>To Account</b>	<b>Amount</b>
.410 Office Supplies	\$ 575.00	.407 Tapes	\$ 5.00
		.409 Visiting Artist	\$ 570.00
.427 Mileage/Dues	\$ 145.00	.430 Equipment Repair	\$ 40.00
		.455 Custodial Supplies	\$ 75.00
		.460 Building Maint/Repairs	\$ 30.00

The vouchers were reviewed. Major payments included materials (books) and electricity.

It was MOVED, SECONDED, and CARRIED to approve expense vouchers 2017-09-117 through 2017-09-133 in the amount of \$7,629.26.

It was MOVED, SECONDED, and CARRIED to accept check #05639217, in the amount of \$15,758.00 from *New York State, Department of Education* for the 2017 Library Construction Grant, to be deposited in the "NYS

Library Construction Grant 2017” account.

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

To approve check #354, in the amount of \$45.00 to *Linda Schmackpfeffer* for the July 20<sup>th</sup> “Baby Sing, Sign, & Play Class”, to be taken from the M&T Summer Reading Grant account.

To approve check #355, in the amount of \$100.00 to *Jeffrey Ludwig* for the July 25<sup>th</sup> “Mr. Abbott’s Wars”, to be taken from the M&T Summer Reading Grant account.

To approve check #356, in the amount of \$40.00 to *Anita Ricci* for the July 26<sup>th</sup> “Yoga-Goal Setting” program, to be taken from the M&T Summer Reading Grant account.

To approve check #357 For \$50.00, made payable to *ASRAS* (Astronomy Section Rochester Academy of Science), for the program “Total Solar Eclipse: Learning the Basics” on August 14, 2017, to be taken from the M&T Summer Reading Grant account.

To approve check #358 For \$140.00, made payable to *A Rochester School of fitness* for the program “Nutrition On a Daily Basis” on August 10, 2017, to be taken from the M&T Summer Reading Grant account.

It was MOVED, SECONDED, and CARRIED to amend abstract labeled “2017-07” (voucher numbers 109 – 116, totaling \$3,176.08), to “2017-08”, per request from Town of Mendon.

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	7/31/16	\$61,427.86
Eunice Dehmler Frank Fund – M & T Savings Account	7/31/16	\$2,658.37

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

The Director reviewed the following highlights from the report:

- Skyport installed a wireless internet counter which will help comply with NYS reporting requirements. The July wireless device count was approximately 2400.
- The distribution of Eclipse glasses created a huge demand and many phone calls. The eclipse program was at capacity.
- Budget analysis for 2017 was drafted.
- After five years of service, the Friends officers are retiring in the fall. We thank them for their dedicated service to the library.

**OLD BUSINESS**

**Children’s Area Construction Project:**

There will be a meeting regarding the construction project with the town and town engineer tomorrow to review time line and any obstacles to the project by December. It was thought that it is possible to start by then. A 20-25% bid document was reviewed. There were a couple questions regarding the completeness of the document and if the engineer had designers on hand to help with specifying items. The NYS Construction Grant portion of the project would need to be started by Dec 1st, therefore the whole project needs to make progress. The funding sources, restrictions and lead agencies for the construction project were reviewed.

**Document of Understanding:**

It was MOVED, SECONDED, and CARRIED to approve the Document of Understanding with MCLS.

**NEW BUSINESS**

**Farash Grant:**

A proposed application for a Farash Grant which would allow purchasing the Lynda online training database for 2 years was distributed and discussed.

It was MOVED, SECONDED, and CARRIED to approve the Farash Foundation Grant Application.

**2018 Budget Workshop:**

Budget considerations packet for 2018 was handed out for review prior to the budget workshop next week.

**Adjourned at 8:44pm**