

**Mendon Public Library Board of Trustees Meeting**

**Mendon Public Library**

**November 7, 2017**

**7:00 p.m.**

**Approved**

**Present:** Anne-Marie Gordon, Craig Moscicki, Bruce Peckham, Cristina Romig

**Others present:** Laurie Guenther (Director), Lisa Reniff (Recording Secretary), Terra Shammah (Livonia HS Student) and Raven Dawson (Livonia HS Student).

**Excused:** Molly Ortiz-Brazak, Alicia Cromwell, Larry Young

Meeting was called to order at 7:00 p.m. by Cristina Romig (Vice President)

**Public Comment:** No public comment.

**Town Report:** No report

**Trustee Communications:** Bruce talked with John Moffitt, the preliminary library budget for 2018 was the same amount voted on at the library trustee meeting in September. Public hearing for the Town budget is November 13<sup>th</sup>.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees October 2, 2017.

**President's Report:** No report

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

It was MOVED, SECONDED, and CARRIED to approve the MPL Financial Report for November 6, 2017 minutes as amended. This report is attached.

**Corresponding Secretary Report:** (Anne-Marie Gordon) No new activity.

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

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

- Laurie met with Dan Marcellus of SkyPort IT. They reviewed the NYS Auditor's report form Greece Public Library. Dan suggested a security audit. This would be additional scanning of our equipment. Skyport regularly scans our equipment and network for potential vulnerabilities. We receive a monthly report and Skyport fixes potential problems as part of our managed services contract. He also suggested some end of year technology upgrade purchases, including a new multipoint server and staff computers. It was noted we will need to upgrade to Windows 10.
- The book sale is scheduled for November 9-11 and November 18. Volunteers are needed.

**NEW BUSINESS**

**Technology Security Review:**

The technology security audit document from the Greece Public Library the Town Supervisor distributed to the Board of Trustees was discussed. Among other things, this report will suggest gaps in our existing policies, to make sure our policies are current and library equipment is safe and in compliance with all licensing. The library receives reports on the equipment and Skyport monitors the equipment for software licensing. The network is secure with both LAS (Library Meeting Date: November 7, 2017                      Review Date: December 4, 2017                      Approved Date: December 4, 2017

Automation Services) and Skyport monitoring for vulnerabilities. The contract with Skyport managed services includes anti-virus software, and continual antivirus updates. There is an active directory network controller installed on our server, which discourages hacking. Skyport will donate one more active directory network controller to provide additional security for our system for additional security.

## **OLD BUSINESS**

### **Construction Progress:**

A meeting with the engineer is set for tomorrow. The board reviewed the proposed letter to the town officials, stating the need to move forward with the project. It was noted that construction must begin by November 22 to secure the funding from the New York State Construction Grant. This is not a moveable deadline.

It was MOVED, SECONDED, and CARRIED to approve a draft letter regarding timeline constraints for the proposed renovation that may be sent after the meeting on November 7<sup>th</sup>.

Laurie is obtaining a quote for wood and steel shelving for the new children's area shelving and to replace current donated shelving as funding is available.

A concern about who will specify the new carpet for the children's area was raised and will be addressed at the meeting with the engineer.

The Library Construction Grant Contract Amendment was completed with the upload to NYS of the town and library motions, the MPL Board approved amendment, LaBella construction quote and photo of the construction area.

### **2018 Budget Hearing:**

The preliminary budget contains the request the Library Board voted upon at the Sept. meeting. A budget hearing is scheduled for Nov. 13 at the Town Hall. Bruce indicated he would attend. The Town Finance officer is estimating healthcare costs to increase 8%-15% in 2018.

### **EOY Budget Review:**

The estimated budget surplus for 2017 was reviewed and possible items were identified. The technology upgrades proposed earlier by SkyPort were discussed. It was felt the security audit would be beneficial. The Library Board will move ahead with the security audit proposed by SkyPort IT. The board will take action on the remaining proposed upgrades at the December meeting.

It was MOVED, SECONDED, and CARRIED to approve SkyPort security audit for \$457.80.

### **Public comment:**

**Adjourned at 7:55pm**

## **Financial Report** **Mendon Public Library Board of Trustees**

**Meeting Date: November 6, 2017**

**Approved Report: November 7, 2017**

Meeting Date: November 7, 2017

Review Date: December 4, 2017

Approved Date: December 4, 2017

## LIBRARY OPERATING FUNDS

### *Account Transfers:*

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Custodian	0.130	\$ 80.00	Building/Maint	0.150	\$ 80.00
Library Assistant	0.160	\$ 2,500.00	Adult Books	0.400	\$ 2,000.00
MCLS Cost Share	0.220	\$ 600.00	Tapes	0.407	\$ 275.00
Recordings	0.406	\$ 100.00	Visiting Artist	0.409	\$ 225.00
Publicity/Print	0.426	\$ 100.00	Tech Service	0.210	\$ 600.00
Utilities	0.450	\$ 2,500.00	Preschool	0.402	\$ 100.00
			Postage/Freight	0.424	\$ 100.00
			Youth Books	0.401	\$ 1,500.00
			Telephone	0.420	\$ 500.00
			Custodial Supplies	0.455	\$ 200.00
			Window Cleaning	0.455	\$300.00
	<b>Total</b>	<b>\$ 5,880.00</b>		<b>Total</b>	<b>\$5880.00</b>

### *Payment of Claims:*

It was **MOVED, SECONDED, and CARRIED** to: Approve Vouchers 2017-11-157 through 2017-11-171 for a total amount of \$10,157.83

### *Acceptance of Deposits:*

Date	Check #	Memo	Amount	Deposit
		No Activity		

## BOARD OF TRUSTEE ACCOUNTS:

### *Account Balances:*

Account	Date	Balance
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M&T Checking Account	9/30/2017	\$60,717.86
M&T Eunice Dehmler Frank Fund	9/30/2017	\$2,658.81

***Acceptance of Deposits:***

<b>Date</b>	<b>Check #</b>	<b>Memo</b>	<b>Amount</b>	<b>Deposit</b>
10/11/2017		Deposit		\$ 3,000.00
	1290094	Bullet Aid from Monroe County	\$3,000.00	
10/13/2017		Deposit		\$50.00
	5404	Donation (Misdirected)	\$25.00	
	134	Donation (Misdirected)	\$25.00	
11/01/2017		Deposit		\$155.00
	7168	Donation (Misdirected)	\$55.00	
	238	Donation (Misdirected)	\$100.00	
			<b>Total</b>	<b>\$ 3,205.00</b>

***Payment of Claims:***

<b>Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>
11/01/2017	363	Friends of MPL	Misdirected donations	\$155.00
11/01/2017	364	Friends of MPL	Misdirected donations	\$50.00
			<b>Total</b>	<b>\$205.00</b>