

Mendon Public Library Board of Trustees Meeting
Monday August 3, 2015
7:00 p.m.

Approved

Board members present: Molly Brazak, Sarah Easton, Melissa Jacobs, Bruce Peckham, Larry Young

Board members excused: Peter Dohr, Becky Stames

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

Call to Order: Meeting was called to order at 7:00pm by Bruce Peckham.

Public Comment: None

Town Report: (Cynthia Carroll) There was no news related to the library business.

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve the Board of Trustees minutes for June 20, 2015 as amended.

President's Report: (Bruce Peckham) Attended both the Town Board meeting and Friend's Capital Campaign meeting.

Treasurer's Report: (Larry Young)

A MOTION was MADE, SECONDED and CARRIED to approve for payment of expense vouchers #2015-08-115 through #2015-08-130 in the amount of \$4277.83.

A MOTION was MADE, SECONDED and CARRIED to approve the following motions:

MOTION: to approve check #293 to *Created By Us Pottery* for \$45.00 for the Summer Reading Program's pottery session on July 7, 2015, to be taken from M&T Summer Reading account.

MOTION: to approve check #294 to *Mary Jane Wenner* for \$150.00 for the Summer Reading Program's "Super Hero Scrap Art" session on July 16, 2015, to be taken from M&T Summer Reading account.

MOTION: to approve check #295 to *Chris Pallace* for \$130.00 (\$175 less \$45 in participant's fees collected at the event) for the Summer Reading Program's "Super Hero Drawing Workshop" on July 21, 2015, to be taken from M&T Summer Reading account.

MOTION: to approve check #296 to *Lauren Seaver* for \$100.00 for the Summer Reading Program's "Yoga Story Time" sessions on June 30 and July 30, 2015, to be taken from M&T Summer Reading account.

MOTION: to approve check #297 to *Paula McIntyre* for \$105.00 for the adult prize for the Summer Reading Program's adult prize \$100 pre-paid Visa (and \$5 activation fee), to be taken from M&T Summer Reading account.

MOTION: to approve check #298 to *Frontier Communications* for \$246.99 for "Broadband Extreme Static Plus", to be taken from the Farash Grant account.

Corresponding Secretary: (Molly Brazak) No correspondence to report.

Director's Report: (Laurie Guenther) The Director's report was distributed and the following highlights were discussed:

- The Rotary contacted the library regarding two restricted donations to honor Rotarians. A discussion was held on how this fits in the Library's vision and current donation policy. Molly will construct a letter in response to the rotary on each of these requests.
- Casco security was in to look at the door counter which appeared to give faulty numbers. The counter was reset and appears to be working better.
- The digitization of the Honeoye Falls newspapers from support of the Mary K. Houck grant is complete and all are uploaded to the New York Historical newspapers website. As a result we no longer need the current microfilm reader purchased by the Friends in 2006-7. The historical society was not interested.

A MOTION was MADE, SECONDED and CARRIED to declare the microfilm reader surplus for disposition.

- The Capital Campaign has secured Peter Lovenheim, author of *In the Neighborhood* to speak at a reception. They have also secured Robert Duffy to speak at a fall Capital Campaign reception for local businesses.
- The memorial brick project approved by the town will be installed in the next two weeks.
- The internet connection between our library and MCLS was upgraded and we will see much improved download and upload speeds.

2016 Budget Process: (Bruce Peckham)

Will call to set up a parameters meeting with John Moffitt. The work schedule for the 2016 budget is ready to go.

New Business:

2015 Budget Review (Bruce Peckham): The Budget for the first half of the year was reviewed. The Budget is tracking favorably in 2015.

Human Resources Policy Updates (Laurie Guenther): Per the directive of the Library Board, Laurie contacted HR Works. This was to clarify what services the library can receive from HR Works. HR Works clarified that the library and its representatives have full-direct access to the helpline via e-mail or phone for any question. The Town of Mendon contracts with The contract with the Town of Mendon allows for updates to policies. The library will receive these updates via the town of Mendon. They represent no significant change and will be incorporated into the current policies.

A MOTION was MADE, SECONDED and CARRIED to approve up dates to the Human Resources Policy employee handouts.

Review of Library Policies (Bruce Peckham):

A MOTION was MADE, SECONDED and CARRIED to reaffirm and reapprove the MPL Library Programs Policy.

A MOTION was MADE, SECONDED and CARRIED to reaffirm and reapprove the MPL Rules of Conduct.

A MOTION was MADE, SECONDED and CARRIED to reaffirm and reapprove the MPL Computer Use and Safety Policies as amended.

September Meeting (Bruce Peckham): The September meeting agenda was reviewed which included the reviewing the first draft of the 2016 budget and 2016 Capital Improvement Plan.

Public Comment: None

Adjournment: The meeting was adjourned at 8:25pm.
Respectfully submitted by Lisa Reniff