

Mendon Public Library Board of Trustees Meeting
Monday January 5, 2015
7:15 p.m.

Approved

Board members present: Molly Brazak, Sarah Easton, Peter Dohr, Melissa Jacobs, Bruce Peckham, Becky Stames

Board members excused: Larry Young

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

Call to Order: Meeting was called to order at 7:15pm by Bruce Peckham.

Public Comment: None

Town Report: None

Approval of Minutes:

A MOTION was MADE, SECONDED and CARRIED to approve the amended Board of Trustees minutes for December 1, 2014 as amended.

A MOTION was MADE, SECONDED and CARRIED to approve the amended Board of Trustees Special Meeting minutes for December 13, 2014 as amended.

President's Report: (Bruce Peckham)

Bruce, Ron Knight, Deric West, John Moffitt and Laurie met with State Senator Rich Funke to introduce the library and highlight the library's needs. Rich Funke's response to the meeting was positive. A follow up letter was sent detailing possible needs for the Mendon Public Library.

Treasurer's Report: (Bruce Peckham)

A MOTION was MADE, SECONDED and CARRIED to approve for payment of expense vouchers #2015-01-1 through #2015-01-9 in the aggregate amount of \$3,884.31.

A MOTION was MADE, SECONDED and CARRIED to approve change in abstract 2014-12b in the original amount of \$7,606.27 to provide for a \$0.88 correction to bring the corrected total to \$7,607.15.

Report of Bank Account balances at 12/30/15:

Mendon Public Checking Account	Balance: \$37,620.82
Eunice Dehmler Frank Savings Account	Balance: \$2,651.73

A MOTION was MADE, SECONDED and CARRIED to accept M&T Charitable Foundation check #90018652 in the amount of \$ 2,000.00 to be deposited in the restricted fund for the Mendon Public Library Summer Reading

Program for 2015. This is the final payment for the M&T Charitable Foundation's \$10,000 pledge. The library will need to apply in January 2016 for continued funding.

A MOTION was MADE, SECONDED and CARRIED to approve MPL Board of Trustees check #286 in the amount of \$ 50.00 to *American Custom Engraving Co.*, for engraving the time capsule. This is being funded from the unrestricted account.

A MOTION was MADE, SECONDED and CARRIED to approve MPL Board of Trustees check #287 in the amount of \$ 2,103.80 to *A Biel's Information Technology Service*, for digitizing HF-L yearbooks. This is being funded from the May K. Houck restricted fund.

Corresponding Secretary's Report: (Molly Brazak) A card of appreciation from the Board is being sent to Denise Dickinson for her service to the library.

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

- Per the NYS Non-profit Revitalization Act, Library Board members must review the Conflict of Interest Policy and sign Conflict of Interest Statements to keep on file.
- New and returning board members must file an oath of office with the Town Clerk. The date should be reported back to Laurie for the library records.
- Circulation for 2014 was 105,213 items. Over 51,000 people visited the library in 2014.
- Sheldon Boyce reviewed our Security Camera Policy. Tom Vorhees has reviewed and approved the installation of the two security cameras and two panic buttons in the library.
- Library pages hourly rate was been increased to \$8.75 per hour to comply with NYS minimum wage increase.
- Mim Arnold has been promoted from Library Clerk to Sr. Library Clerk
- NYS Form CHAR410 and Schedule E were mailed in December.
- The Rotary is having a reception in the library January 14th at 6:15pm in conjunction with the banner display. Board members are encouraged to attend.
- The NYS OSC recommends board approval of pre-payment of utility bills yearly at the January meeting.

A MOTION was MADE, SECONDED and CARRIED to approve pre-payment of utility bills supported by a valid invoice. Utility invoices will continue to be processed and approved for payment in the normal course of the monthly expense voucher process.

The meeting dates were discussed for the remainder of 2015 and were set for the following dates (all are at 7 p.m. the first Monday of the month unless indicated):

January 5 th	May 4 th	September 9 th (Wednesday)
February 2 nd	June 1 st	October 5 th
March 2 nd	July 6 th	November 2 nd
April 6 th	August 3 rd	December 8 th

Old Business:

HR Policy The HR Policy is in the process of being reviewed. A personnel policy meeting will need to be scheduled to complete the process.

New Business:

Trustee Approval (Bruce Peckham): There was an oversight in December’s meeting to approve Bruce for a second term as Trustee.

A MOTION was MADE, SECONDED and CARRIED to approve Bruce Peckham for a second term as Trustee of the Mendon Public Library commencing 2015.

2015 Mileage Reimbursement Rate (Bruce Peckham): The standard mileage reimbursement from the IRS is \$0.575 per mile for 2015.

A MOTION was MADE, SECONDED and CARRIED to adopt a mileage reimbursement rate of the IRS is \$0.575 per mile for 2015.

2015 Committees (Bruce Peckham): The duties and responsibilities of the various committees of the MPL were discussed and appointments made. Laurie Guenther, Library Director serves as an ex officio member on all Board of Trustee committees.

Personnel	Planning and Evaluation	Policy
Molly Brazak	Molly Brazak	Molly Brazak
Peter Dohr	Peter Dohr	Sarah Easton
Melissa Jacobs	Sarah Easton	Bruce Peckham
Bruce Peckham	Melissa Jacobs	Advocacy and Grant Writing
Larry Young	Bruce Peckham	Peter Dohr
Budget and Finance	Becky Stames	Sarah Easton
Molly Brazak	Larry Young	Melissa Jacobs
Melissa Jacobs	Technology	Bruce Peckham
Bruce Peckham	Molly Brazak	Becky Stames
Becky Stames	Larry Young	
Larry Young	Bruce Peckham	
	Peter Dohr	
	Becky Stames	

A MOTION was MADE, SECONDED and CARRIED to accept the list of Board of Trustees Duties and Responsibilities and the 2015 Committee Assignments.

Review Cash Handling Procedures (Laurie Guenther): The Cash Handling Procedures were reviewed.

A MOTION was MADE, SECONDED and CARRIED to accept the Cash Handling Procedure of the Mendon Public Library as amended.

Review Security Camera Policy (Laurie Guenther): The Security Camera Policy was reviewed.

A MOTION was MADE, SECONDED and CARRIED to accept the Mendon Public Library Camera Security Policy.

Review MPL Book Return Policy (Laurie Guenther): The Mendon Public Library Book Return Policy was reviewed.

A MOTION was MADE, SECONDED and CARRIED to accept the Mendon Public Library Book Return Policy as amended.

Review Audit Claims Process/Procedure (Laurie Guenther): The Audit Claims Process/Procedure was tabled for review by the Board Treasurer.

Public Comment: None

Adjournment: The meeting was adjourned at 9:15pm.
Respectfully submitted by Lisa Reniff