

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
November 10th, 2015
7:00 p.m.

Approved

Present: Molly Brazak, Peter Dohr, Melissa Jacobs, Bruce Peckham, Larry Young

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

Call to Order: Meeting was called to order at 7:09 p.m. by Bruce Peckham

Announcement: Peter Dohr will not be returning to his Mendon Public Library Board of Trustees (BOT) position in 2016. The Board thanked Peter for his service.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees August 26, 2015 minutes as amended.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees September 23, 2015 minutes as amended.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees October 5, 2015 minutes as amended.

President's Report: (Bruce Peckham)

The Heart of Our Town Reception and Author Talk with Peter Lovenheim author of *In The Neighborhood* was a great evening with good interaction of those attending. The highly anticipated Business Breakfast with Robert Duffy, President of Rochester Business Alliance will be held tomorrow morning.

Treasurer's Report: (Larry Young)

It was MOVED, SECONDED, and CARRIED to approve Library vouchers 2015-11-167 through 2015-11-183 for a total amount of \$7,135.83.

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

To accept 5 donation checks, for a grand total of \$94.50, to be deposited in the Unrestricted Funds account.

To accept County of Monroe check #1254229 for \$3,191.00 (\$646 for Adult and Family Literacy" and \$2,545 for "State Aid 2016") to be deposited in the Mendon Public Library's Operating Budget.

To approve check #305 to Frontier for \$189.99 for the "broadband Extreme Plus Static Loop and Port" (bill dated October 25, 2015, due November 18, 2015), to be taken from the May K. Houck Grant account.

The Board of Trustee's accounts for the 10/30 statements held the following balances:

M&T Checking Account \$27409.47 all transactions previously reported and approved

Meeting Date: Nov.10, 2015

Review Date: De. 7, 2015

Approved Date: Dec. 7, 2015

Frank Fund \$2,653.94 \$0.23 credit for interest earned

The MPL BOT YTD Profit and Loss Statement was reviewed.

Corresponding Secretary: (Molly Brazak) An appreciation card was discussed.

Director's Report: (Laurie Guenther)

The Handbook for the Library Trustees of NYS was handed out. There is also a webinar that would be helpful for the trustees to attend.

The Director's Report for September and October was distributed with the following items highlighted:

A library page was hired.

It was MOVED, SECONDED, and CARRIED to approve hiring Whitley Brincka to the MPL staff in the page position.

Options were reviewed for use of the NYS construction grant. It was the consensus to continue to investigate expanding the children's area by finishing the storage room, currently used for housing the children's non-fiction and early readers. A children's garden will be pursued and ventilation of the rest room and addition of a utility sink. Lighting and back door ice prevention will be looked into as funds allow.

Laurie attended a Director's Council meeting which reviewed CIPA requirements and complaints. Our current policy is compliant.

A 2015 End-of-Year Budget Projections, End-of-Year Expense Summary and Proposed Equipment Purchase for 2015 were distributed and reviewed. Given the spending short fall and the budgetary constrains in 2016 it was considered prudent to purchase known equipment needs with 2015 funds.

It was MOVED, SECONDED, and CARRIED to approve the purchase of four HP Business Desktop ProDesk 600, with memory upgrade, one Samsung Galaxy NotePRO, 2 HP ProBook laptops, and project labor. Not to exceed \$7000 from the low bid of Skyport IT. Funds for this project will be taken out of 2015 operating funds.

Additional needed equipment include; receipt printers, barcode scanners, and software for above equipment.

OLD BUSINESS

Board of Trustees Opening – Discussion of the opening was postponed until next month.

NYS Funds: The construction grant application was discussed in the Director's Report.

NEW BUSINESS:

BOT Officers: The officer appointments were deferred until next month.

Budget Analysis - 3Q 2015: Revenue for FY 2015 is projected to be \$600 below budget.

Mendon Supervisor News: The Mendon Supervisor News column in the Sentinel was reviewed and the Library's response was discussed.

No public comment.

Adjourned at 8:46pm