

**Mendon Public Library Board of Trustees Meeting**

**October 5<sup>th</sup>, 2015**

**7:00 p.m.**

**Approved**

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

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

**Call to Order:** Meeting was called to order at 7:03 p.m. by Bruce Peckham

**Town Report:** (Cynthia Carroll) The preliminary budget was approved.

**Approval of Minutes:** It was MOVED, SECONDED, and CARRIED to approve the August 3, 2015 minutes.

Approval of the September 23, 2015 minutes was postponed until the August 26, 2015 minutes can be approved.

**President's Report:** (Bruce Peckham) A budget draft with the handwritten annotations will be submitted to be included with the September 23<sup>rd</sup> meeting minutes to clarify budget items.

The Photo Contest award ceremony was presided over and well attended by the participants.

**Treasurer's Report:** (Larry Young)

It was MOVED, SECONDED, and CARRIED to approve Library vouchers 2015-09-131 through 2015-09-149 for a total amount of \$4,329.18.

It was MOVED, SECONDED, and CARRIED to approve Library vouchers 2015-10-150 through 2015-10-166 for a total amount of \$7,785.15.

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

MOTION: to approve check #299 to *Created By Us Pottery* for \$22.50 for the Summer Reading Program's pottery session on July 7, 2015 travel fee, to be taken from M&T Summer Reading account.

MOTION: to approve check #300 to *Susan Shaw* for \$100.00 for the Summer Reading Program's PJ Story times on July 23<sup>rd</sup> and August 6<sup>th</sup>, to be taken from M&T Summer Reading account.

MOTION: to approve checking account deduction of \$73.16 for the order of 200 checks from *Deluxe OrderPro* through M&T Bank, as a business expense.

MOTION: to approve check #301 to *Seneca Park Zoo Society* for \$100.00 for the Summer Reading Program' Butterfly Release on August 10<sup>th</sup>, to be taken from M&T Summer Reading account.

MOTION: to approve check #302 to *Frontier* for \$189.99 for the “Broadband Extreme Plus StaticLoop and Port” (bill dated August 25, 2015), to be taken from the May K. Houch Grant account.

MOTION: to approve check #303 to *SkyPort IT* for \$10,241.44 for video conferencing system, high powered wireless access system and wireless printer, \$9753.01 to be taken from the Farash Grant account and \$488.43 from the May K. Houch Grant account.

MOTION: to accept check for \$100.00 from the Geneva Historical Society. This is to be deposited as unrestricted funds.

MOTION: to approve check #304 to *Frontier* for \$189.99 for the “Broadband Extreme Plus Static Loop and Port” (bill dated September 25, 2015), to be taken from the May K. Houch Grant account.

The Board of Trustee’s accounts for the 8/31 statements held the following balances:

M&T Checking Account \$38,288.89

Frank \$2,653.49 with an \$0.22 credit for interest earned

Form 990 was filed with the IRS on time.

Melissa left the meeting at 7:46.

**Corresponding Secretary:** (Molly Brazak) No activity reported.

**Director’s Report:** (Laurie Guenther) The Director’s Report for September and October was distributed with the following items highlighted

- Children’s Librarian Paula McIntrye submitted her resignation. . Sarah Easton as accepted the vacant position and will begin work on October 12<sup>th</sup>. Also two college student clerks returned to school leaving a gap in our staffing. Deb Jahn has been hired as a Sr. Library Clerk

It was MOVED, SECONDED, and CARRIED to hire Deb Jahn as Sr. Library Clerk and Sarah Easton as Children’s Librarian.

- A meeting with Bruce, Laurie and representative of the Rotary was very positive and several ideas to were discussed that were a benefit to the library and liked by the Rotary.
- The construction grant application was submitted to Senator Funke’s office.
- The Friends will be having their book sale Oct. 22-24<sup>th</sup>. They are in need of volunteers.
- The Friends will be hosting Bob Duffy on Nov. 11<sup>th</sup> for a fundraising breakfast. Mr. Duffy will be speaking at 8am. This should be a good event.
- The Friends and Bruce are having a benefit with author Peter Lovenheim. He will speak about his book *In The Neighborhood* On Monday October 26<sup>th</sup> at 7pm.

- It was noted that some of the monies that the library is currently enjoying, such as the Farash Grant and the State Bullet Aid, would not have happened without the work of Ron Knight.
- A demonstration of the new video conferencing equipment purchased with the Farash Grant. The new 65" 4K monitor, computer, blu-ray and external speakers on a dedicated cart will allow many opportunities for both programming and small group enhancement. Some possibilities were demonstrated included video conferencing using Skype (other programs are possible), webinars, and presentations, including video clips in programs, showing streamed content and watching movies.

## **OLD BUSINESS**

**NYS Funds:** The construction grant application was submitted to Senator Funke's office. The usage of the funds was discussed.

## **NEW BUSINESS:**

**Board of Trustees Opening** – Sarah Easton's resignation has left an opening in the Board.

**MPL Policies:** The CIPA Policies were distributed for the board to review.

**Budget Concerns:** In the budgeting process the personnel was given a 2% increase equal to the town's proposed increase. It was noted that we should review the town's increase after the final budget is approved to verify the equality of increase.

**No public comment.**

**Adjourned at 8:24 p.m**