

Mendon Public Library Board of Trustees Meeting

June 29, 2015

7:00 p.m.

Approved

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

Board members excused: Melissa Jacobs, Sarah Easton

Others present: Cynthia Carol (Town Liaison), Laurie Guenther (Director), and Lynette Loomis (Recording Secretary)

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

Approval of Minutes: It was MOVED, SECONDED, and CARRIED to Approve the June 1, 2015 minutes as amended.

Town Report: (Cynthia Carol) Town Employee Personnel Policy revisions were approved.

President's Report: (Bruce Peckham) Bruce is expecting to set up a meeting time with John Moffitt about the 2016 budget process and capital campaign 2015 payment. The tentative timeline for the 2016 budget process is: the budget committee to meet with John Moffitt after July 20, with a preliminary budget due to the Town around September 1.

Making Sense of the American Civil War – the participants verbal reviews of the course were very positive. Bruce has ideas for the library to design its own program in response to member suggestions.

Treasurer's Report: It was MOVED, SECONDED, and CARRIED to approve Library vouchers 2015-07-104 through 2015-07-114 for a total amount of \$3465.73.

It was MOVED, SECONDED, and CARRIED to accept donation from Bruce Peckham of a US Art Supply Classroom Large Jumbo Presentation Easel. Bruce Peckham abstained from this vote.

It was MOVED, SECONDED, and CARRIED to: approve check #292 to *Joe Cappon* for \$375.00 for Summer Reading Program opening day program. \$269.00 taken from restricted Summer Family Literacy Grant account; balance of \$106.00 taken from M&T Summer Reading account.

Larry Young reported trustee checking account balance \$39,284.04, and savings account balance is \$2,652.82.

Bruce called board's attention to the analysis of checking account balances. It will be part of monthly report going forward. Shows restricted and unrestricted funds and coincides with banking statement – good control.

Corresponding Secretary: (Molly Brazak) No activity reported.

Director's Report: (Laurie Guenther) A great deal of time has been spent on the computer system including email issues. Small amount of vandalism in library including young boys spreading deodorant on the carpet was discussed. This was cleaned up successfully.

Opening for Summer Reading Program was well received. Capital campaign is taking a break for the summer. ILS System is being reviewed. Bruce complimented Laurie on the report format.

Laurie reported on best practices when non-profits receive in-kind donations. NYS Council on Non-Profits recommends a thank you letter including the items or services donated and the date received. No value should be placed on the in-kind

donation. Library gift policy also states that no value should be placed on an in-kind donation. Skyport IT has been given a thank you letter, with this format for the donation of multipoint server and labor to install it in 2014.

OLD BUSINESS

By-laws: It was MOVED, SECONDED, and CARRIED to approve the revision of the Mendon Public Library Bylaws. This revision includes suggestions by Attorney Sheldon Boyce at a previous BOT meeting.

NEW BUSINESS:

Technology Plan – Bruce complimented Laurie on her work on the Technology Plan. Bruce appreciated that it was not vague while at the same time allows for flexibility. Becky's changes have been incorporated and she was thanked for her input. It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Technology Plan 2015-2020.

Wish List : The board reviewed the Library Wish List. Suggestions are always welcome for this list.

Circulation Policies: It was MOVED, SECONDED, and CARRIED to approve Mendon Public Library Circulation Policies as amended.

2016 Budget Process: Budget committee members are Bruce, Larry, Becky, Molly and Melissa. It is expected August will be the main time frame to draft a preliminary 2016 budget.

Personnel Policy: A draft was distributed for review. Laurie will contact HR works to see if our policy should have the Pre-Tax Account Section, and the best way to obtain legal updates in the future. It was unclear if we can receive the legal updates from the Town or if we need to purchase a separate agreement with HR Works. We also need to determine if changes in our policy need to be made per Obama Care and HSA considerations.

The results of the Fairport Library audit article in a recent Democrat and Chronicle article was distributed for Board information.

Projected Agenda for August:

Develop first draft operating budget and capital improvement plan for 2016; budget review for 2015; review selected library policies; meet with capital campaign and Friends. BOT calendar items include: review staff salary wage schedules; review local festival schedule and consider library outreach. Laurie noted the Friends and the capital campaign would like to meet with the Board of Trustees after September.

No public comment.

Adjourned at 8:13 p.m