

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
August 31, 2020
7:00 p.m.

Approved

Present: Tim Boldt, Craig Moscicki, Tom Ochsenhirt, Cristina Romig, Alison Zero Jones

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

Meeting was called to order at 7:05 p.m. by Cristina Romig.

Public Comment: No public was present.

Town Report (Cynthia Carroll)

The town is working with contractors to install an electric car charging station in the library parking lot next to the handicap parking spots.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees' Virtual Meeting held on August 1, 2020.

President's Report: (Cristina Romig)

The Board of Trustees has set up a new checking account at M&T Bank to allow direct deposits from a credit card processing system into a separate checking account. Mr. Moffitt has communicated to Cristina that the proposed budget should be within a 2% increase of 2020.

Treasurer's Report: (Craig Moscicki)

The Financial Report of the MPL Board of Trustees was distributed. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustees' account balances, deposits, and payments. The report is attached to the end of the minutes.

It was MOVED, SECONDED, and CARRIED to approve the Financial report dated August 31, 2020, attached to these minutes.

Corresponding Secretary Report: no report

Director's Report: (Laurie Guenther)

The August 2020 MPL Director's Report was previously distributed and reviewed.

Laurie reviewed the status of the library in regard to the pandemic limitations. The library is committed to remaining open as much as possible this fall, but we can no longer fill our mission of being a community living room. The library is currently not offering indoor programs. The children's area is limited to one family. Patron visits are limited to 30 minutes. Staff scheduling has needed to be adjusted to limit the number of staff behind the circulation desk, and guidelines for staff sickness have been given out. Plexiglass shields have been constructed by Weider's Hardware to protect the circulation desk and Kelly's desk area. The library will change its hours to stay open until 8 p.m. Monday through Thursday after Labor Day. The library is continuing to offer

curbside service. Also, Kelly will be running an outdoor story time in the Harry Allen Park gazebo. The library is busy with patrons now and expects the increased traffic to continue while virtual learning is taking place.

The library would like to hire Summer Sonricker, a current high school volunteer, as a page to replace Ellie Fairchild, who has graduated from HFLCSD and is going to college.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve hiring Summer Sonricker in the position of page for the Mendon Public Library at the minimum wage rate of \$11.80 and the promotion of Ellie Fairchild to Library Clerk at the rate of \$11.80.

The library phone system is seven years old and has been having problems. The current vendor suggested upgrading current technology, which might save the library \$100 on its phone bill. A new system would cost between \$1,300-\$1,500 as a one-time expense that should pay for itself in about a year. Laurie will continue to investigate a phone system replacement for the library.

A summary of the 2020 budget status was presented showing the expected loss in revenue (\$14,000) and the expected payroll and other known expenses with adjustments due to the pandemic closure and changes. The remaining funds for materials and unknown expenses for 2020 was estimated at around \$9,000. These monies could also include one-time expenses, such as necessary computer and phone replacements or next year's security monitoring.

OLD BUSINESS

Strategic Plan Revision:

The strategic plan was not discussed due to absence of the lead.

Credit Card Processing:

As discussed earlier, the Board of Trustees has set up a new checking account at M&T Bank to allow direct deposits from a credit card processing system into a separate checking account. Cristina donated two older iPad minis that will be able to run the application and hardware allowing the Square credit card processing to be set up.

2021 Budget:

A worksheet was distributed, which all reviewed. Many expenses are the same regardless of hours open. The cost for 2021 town chargebacks are unknown at this time. Personnel is a larger expense this year. It was noted that the salary of the MPL Library Director is 6.5% below the mean for MCLS, and the lowest paid of all town department heads, averaging approximately \$10,000 - \$20,000 below other town department heads. It was agreed, given the current health crisis and economic climate, the Board considered it a reasonable request and agreed to ask for a 2% increase, despite projected expenses for 2021 being more than a 2% increase. If cuts need to be made to the budget the only places to make reductions would be either in open hours to reduce staffing or in materials purchased. The library is already receiving several sizeable donations for enhancements, such as new safe furniture and stacks, from the Friends, but will continue to pursue alternative funding for additional expenses.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve submitting a 2021 operating budget of \$326,732 to the Town of Mendon for inclusion in their 2021 preliminary budget.

The Town will discuss and vote on the tentative 2021 Town of Mendon budget on September 14th. During the October meeting the preliminary budget will be approved, and during the November meeting the 2021 Town of Mendon budget will be approved.

NEW BUSINESS

No new business

Public comment: None

Adjourned at 8:15pm

Financial Report Mendon Public Library Board of Trustees

Meeting Date: 8/31/2020

Final Approved Report: 8/31/2020

LIBRARY OPERATING FUNDS

Account Transfers:

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Mileage/Dues	.427	\$100.00	Build/Main Rep	.460	\$100.00
Publicity/Printing	.426	\$100.00	Build/Main Rep	.460	\$100.00
Utilities	.450	\$750.00	Build/Main Rep	.460	\$750.00
Window Cleaning	.473	\$200.00	Build/Main Rep	.460	\$200.00
Software	.200	\$500.00	Technical Services	.210	\$500.00
Adult Books	.400	\$800.00	Technical Services	.210	\$800.00
	Total	\$2450.00		Total	\$2450.00

Payment of Claims:

Voucher 2020-09-109 through 2020-09-125 for a total amount of \$4,547.68.

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
8/26/2020	Cash Register Deposit			\$233.85
	Cash register deposit for period ending 8/26/20	Cash	\$ 233.85	
	Total:			\$ 233.85

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	7/31/20	\$ 6,117.96	8/17/2020
M&T Savings Account	7/31/20	\$2,666.14	8/17/2020

Acceptance of Deposits:

Payment of Claims:

Date	Check	Name	Memo	Amount
7/25/2019	423	Honeoye Falls Market Place	2020 SRP	\$150.00