

# Mendon Public Library Board of Trustees Meeting

Mendon Public Library

January 6, 2020

7:00 p.m.

Approved

**Present:** Anne-Marie Gordon, Craig Moscicki, Tom Ochsenhirt, Cristina Romig, Alison Zero-Jones, Alicia Zysman-Cromwell

Absent: Tim Boldt

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

The meeting was called to order at 7:00 p.m. by Cristina Romig.

**Public Comment:**

No Public Comment

**Town Report:** none

**Approval of Minutes:**

It was MOVED, SECONDED and CARRIED to approve December 2, 2019 minutes of the MPL Board of Trustees and December 19, 2019 minutes of the MPL Board of Trustees.

**President's Report:** (Cristina Romig)

Cristina will contact Mr. Moffitt regarding red door, broken counter top and missing tile in the woman's restroom ceiling tile. Cristina, Nancy Holtby, and Laurie met with incoming new Town Board member Karen Jenkins. This was a productive meeting, and she would like to meet with other Town Board members also. The group also discussed a joint mixer with the Friends of the Library and the Town Board. Cristina will reach out to Town Board members that have not had contact with the library, for a possible get-together.

Cristina expects to hear from the Town about her's and Tim's reappointment to the Library Board. All motions passed this meeting without Cristina's vote.

**Treasure's Report:** (Craig Moscicki)

The financial report that included any Library transfer of funds between accounts, vouchers, cash deposits, and BOT bank account balances since the last meeting was distributed and discussed. The December 19, 2020 financial report was also distributed for those that were not in attendance at the previous meeting.

It was MOVED, SECONDED and CARRIED to approve the December 19, 2020 financial report and the January 6, 2020 MPL Financial Report including vouchers 2020-1 through 2020-6 totaling \$1,657.72.

**Secretary's Report:** (Anne-Marie Gordon)

Nothing new to report.

**Director's Report:** (Laurie Guenther)

The Director's Report was distributed and the following items were highlighted:

The new shelving was installed completing the shelving upgrade in the library except for a couple units. The board was pleased with the look of the library with the new shelving in place.

Laurie noted that our marketing/public relations staff person has recently taken significant more hours at the Brighton Library. She will continue to work at the Mendon Library with greatly reduced hours. This will leave a large hole in our design and public relations capabilities. All agreed this was a very important position and these skills are needed. The board agreed to allow extra scheduling hours, to allow for her work to get done at the Mendon Library. The additional hours will be reevaluated in June.

## OLD BUSINESS

**Strategic Plan:** Anne-Marie asked the Board to review the introduction of the strategic plan for freshness, grammar, and accuracy. This will be discussed at the February meeting.

**Wish list Pamphlet:** The Board approved the MPL 2020 Wish List. The staff will print and publish this for the public.

**Building Issues:** Building issues were discussed earlier in the meeting.

## NEW BUSINESS

**Staff Salaries:** The Board continues to put a high priority on increasing staffing salaries. The Board asked Laurie to come up with a few different staffing salaries scenarios for the February meeting. One of the scenarios should be the lowest library clerk at \$15 per hour. This will assist the Board in determining an exact number for the salary increases. Comparisons with other MCLS libraries, off-set increase in pay, or a proportional raise will also be explored.

### **Prepayment of Contractual Expenses:**

It was MOVED, SECONDED and CARRIED to approve the prepayment of contractual obligations prior to the Board of Trustees Meeting. Expenditures will be included in the following abstract and approved at a regular meeting of the Library Board of Trustees.

### **Mileage Reimbursement:**

It was MOVED, SECONDED, and CARRIED to approve 2019 Mileage Reimbursement of \$0.575 per mile.

**Meeting with Friends, Town and BOT:** This topic was discussed earlier in the meeting.

**HS Mid-Term Study Event:** The Board discussed a possible high school event at the library during exam week. Ideas included: pizza from 4 to 8 p.m. in the library, and/or a snack basket during the day for the students. This would be a Board sponsored event.

**Public:** None

Meeting adjourned at 8:20 p.m.

## **Financial Report Mendon Public Library Board of Trustees**

**Meeting Date: January 6, 2020**

**Approved Date: January 6, 2020**

## LIBRARY OPERATING FUNDS

*Account Transfers:* n/a

### *Payment of Claims:*

Vouchers 2020-01-1 through 2020-01-6 for a total amount of \$1,657.72.

### *Acceptance of Deposits:*

Date	Memo	Check	Amount	Deposit
12/05/2019	<b>Cash Register Deposit</b>			<b>\$ 426.00</b>
	Cash register deposit for period ending 12/2/19	Cash	\$ 256.85	
	Cash register deposit for period ending 12/5/19	Cash	\$ 169.15	
12/19/2019	<b>Cash Register Deposit</b>			<b>\$ 416.65</b>

	Cash register deposit for period ending 12/9/19	Cash	\$ 156.70	
	Cash register deposit for period ending 12/16/19	Cash	\$ 152.80	
	Cash register deposit for period ending 12/19/19	Cash	\$ 107.15	
	<b>Total:</b>			<b>\$ 842.65</b>

*The above funds were deposited to the Town Controlled accounts, and financial reports were forwarded to the Town of Mendon*

**BOARD OF TRUSTEE ACCOUNTS:**

***Account Balances:***

<b>Account</b>	<b>Date</b>	<b>Balance</b>	<b>Reconciled</b>
M&T Checking Account	11/31/2019	\$ 2,613.22	12/13/2019
M&T Eunice Dehmler Frank Fund	11/31/2019	\$ 2,664.58	12/13/2019

***Acceptance of Deposits: N/A***

***Payment of Claims: N/A***