

Mendon Public Library Board of Trustees Meeting

Mendon Public Library

February 3, 2020

7:00 p.m.

Approved

Present: Tim Boldt, Tom Ochsenhirt, Cristina Romig, Alicia Zysman-Cromwell

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

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

Public Comment:

No Public Comment

Town Report: (Cynthia Carroll)

The Town Organizational Meeting was held in January.

An open house on January 20th for the new Mendon Youth Center was well attended. The town has approached the school district to allow after-school busing from the middle school to the Youth Center.

The location of the Mendon Youth Center allows usage of the library's Wi-Fi and will be a great benefit to the town's youth. There are no barriers to Wi-Fi access at the library as we are an open access library with 24 hour service. The library's Wi-Fi provides access to all patrons and is not filtered as stringently as the school's Wi-Fi. It was thought that, with the special use of the internet by the Youth Center, they should be aware of our policies as stated in the *Mendon Public Library Computer Use and Safety Policies*:

Mendon Public Library users are advised that the Mendon Public Library cannot be held responsible for what patrons, including minors, may access via the Library's computers or while using the Wi-Fi connection with personal devices. The Mendon Public Library Board will comply with the Neighborhood Children's Internet Protections Act (N-CIPA) to the extent practical by blocking access to visual images that are defined by law as "obscene," "child pornography," or "harmful to minors" (Section 1, bullet 5)

A copy of the *Mendon Public Library Computer Use and Safety Policies*, along with the library's concerns, will be sent to the Mendon Youth Center Coordinator.

The MPL Wi-Fi is funded through the federal e-rate program and through our cost shares to MCLS. Since the Wi-Fi has public access, the Library Director sees no problem with the Youth Center accessing our internet, provided they follow the policies in place and do not impose a strain on the internet capabilities at the library.

Approval of Minutes:

It was MOVED, SECONDED and CARRIED to approve the January 6, 2020, minutes of the MPL Board of Trustees.

President's Report: (Cristina Romig)

Email communications to Town Board members John Hagreen and Tom Dubois were sent out inviting them to individual meetings with the BOT. John responded and a meeting is set for next week.

Cars are continuing to park in the service driveway blocking the garbage collection service. The front door has been fixed and supports have been installed underneath the counters to stop further damage.

Cristina and Tim will take the oath of office and forward the dates to Laurie to record on the Annual Report for Public Libraries.

Treasure's Report: (Cristina Romig)

The financial report that included any library transfer of funds between accounts, vouchers, cash deposits, and the BOT bank account balances since the last meeting was distributed and discussed.

A check from Monroe County for the Family Literacy Grant and online fines was deposited in the BOT account and a subsequent check to the Town of Mendon for the online fines was written.

It was MOVED, SECONDED, and CARRIED to approve the February 3, 2020, financial report including vouchers 2020-02-7 through 2020-02-20 totaling \$7,555.01.

In anticipation of the upcoming employee salary adjustment, the BOT would like to transfer \$6,000 from the Library Unexpended Fund balance to the library's payroll account.

It was MOVED, SECONDED, and CARRIED to approve sending a motion to the Town of Mendon to transfer \$6,000 from the Library Unexpended Fund balance to the payroll account of the Library Operating balance with the intention to raise the staff wages.

Director's Report: (Laurie Guenther)

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

All the money received and expended from the State Aid for Public Library Construction is reported in the 2019 Annual Report for Public Libraries. Other highlights:

- Collection expenditures are a bit lower than the previous year and personnel expenses are higher. This is reflected in the approved budget.
- Wireless Internet sessions continue to grow.
- We were able to meet all Public Library Minimum Standards.
- Electronic circulation continues to grow, while physical item circulation dropped a bit. Electronic circulation has risen to 15% of our total circulation.
- We receive more materials from other libraries than we provide to other libraries.
- We had a 28% increase in program attendance in 2019 over 2018.

Laurie and Kelly continue to work on the necessary components of the Early Childhood Grant of \$1,400. We will assess the needs of our community who come for supervised visits and/or early childhood interventions. We anticipate needing improved cozy spaces, comfortable love seats, a baby rug, baby swing, diaper kit, food stuffs, toddler clothing swap or other options. The timeline is to collect data

in February, asset analysis in March and report by May 15th. We predict making plans for what we can change in 2020, ideas for 2021 and goals for 2025. In addition, the grant allows us to offer training to our staff, including “How to Talk to Children and Parents” and/or “Realistic Expectations (infants to 12-year-olds)”.

John Hagreen toured the library with contractors considering the idea of installing a charging station for electric vehicles.

The 2019 MPL Annual Report for the public has been published. Many commented that it was outstanding and the staff did a great job.

OLD BUSINESS

Strategic Plan:

The first section of the MPL Strategic Plan was reviewed by the board since the last meeting, and the content and writing was deemed agreeable.

Meeting with Library Organizational Groups:

The Friends of the MPL will arrange an informal gathering with the MPL Board of Trustees, Friends of the MPL and the Mendon Town Board.

Employee Compensation:

The personnel committee will convene in February to discuss specifics on salary increases for staff employees. Numerous options will be discussed and narrowed down to bring to the Board in March. Laurie will schedule the meeting time.

NEW BUSINESS

NYS Annual Report for Public Libraries:

2019 MPL NYS Annual Report for Public Libraries was distributed and reviewed.

It was MOVED, SECONDED, and CARRIED to approve the 2019 MPL NYS Annual Report for Public Libraries with the addition of MCLS supplied data when available.

990 EZ Filing:

It was MOVED, SECONDED, and CARRIED to approve the 2019 990 EZ filing with the IRS.

Conflict of Interest Statements:

Conflict of Interest Statements were handed out and signed by the Board of Trustees that were present. They will be on file at the library.

Disposal of Duplicate Files:

It was MOVED, SECONDED, and CARRIED to approve the disposal of duplicate files from previous Library Board Members.

Public comment: None

Meeting adjourned at 8:00 p.m.

Financial Report
Mendon Public Library Board of Trustees

Meeting Date: February 3, 2020

Approved: February 3, 2020

LIBRARY OPERATING FUNDS

Account Transfers: n/a

Payment of Claims:

Vouchers 2020-02-7 through 2020-02-20 for a total amount of \$7,555.01.

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
1/09/2020	Cash Register Deposit			\$ 499.65
	Cash register deposit for period ending 12/23/19	Cash	\$ 90.05	
	Cash register deposit for period ending 1/6/2020	Cash	\$ 289.40	
	Cash register deposit for period ending 1/9/2020	Cash	\$ 120.20	
1/16/2020	Cash Register Deposit			\$ 288.00
	Cash register deposit for period ending 1/13/2020	Cash	\$ 181.80	
	Cash register deposit for period ending 1/16/2020	Cash	\$ 106.20	
1/23/2020				\$ 224.35
	Cash register deposit for period ending 1/20/2020	Cash	\$ 88.20	
	Cash register deposit for period ending 1/23/2020	Cash	\$ 136.15	
1/30/2020				\$ 334.10
	Cash register deposit for period ending 1/27/2020	Cash	\$ 245.90	
	Cash register deposit for period ending 1/30/2020	Cash	\$ 88.20	
			Total:	\$ 842.65

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:

Account	Date	Balance	Recon-ciled
M&T Checking Account	12/31/2019	\$ 2,777.81	1/9/2020
M&T Eunice Dehmler Frank Fund	12/31/2019	\$ 2,664.81	1/9/2020

Acceptance of Deposits:

Date	Name	Memo	Check	Amount	Deposit
1/16/2020	County of Monroe		1335628		\$ 1,926.00
		Online Fines Jun-Nov 2019		526.00	
		Family Literacy Grant 19-20		1,400.00	

Payment of Claims:

Date	Check	Name	Memo	Amount
7/25/2019	404	VOID		135.63
8/26/2019	408	VOID		28.90

1/23/2020	416	Town of Mendon	Online Fines Jun-Nov 2019	526.00
2/6/2020	417	Kelly Paganelli	Reimbursement for Summer Reading Program Prizes and Supplies	164.53