

Mendon Public Library Board of Trustees Meeting
Virtual Meeting via Zoom Software
October 5, 2020
7:00 p.m.

Approved

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

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

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

Public Comment: Notification was given on the website and through social media asking for comments and questions to be submitted by 5 p.m. today. No questions or comments were submitted from the public.

Town Report (Cynthia Carroll)

The Town Board approved the 2021 tentative Town budget which included the requested \$326,732.00 for the Library. The preliminary budget vote will be on October 19th and the Final budget vote will be on November 9th.

NFP Telecom Presentation: (Ken Gillman)

Ken presented a proposal for a replacement telephone system. The current 7-year-old system lacks much of the functionality now expected in a telecom system and is not currently supported by the manufacturer making service difficult. A system purchased now would have a longer expected life span of 8-10 years. The proposed system is manufactured by Grandstream and has five multi-line phones and three wireless phones along with the server and ethernet switch upgrade. The phone service will be switched over to Spectrum using SIP and one copper line for the fax and emergency connection. This will reduce the cost of the current connection through Windstream. The NFP telecom replacement proposal costs \$1,900 with a two-year warranty on the hardware, installation and training included. This new system will give the library a huge leap in capability. Ken answered questions from the board.

Ken left the meeting at 7:22pm

Other vendors agreed that the current library system was outdated and quotes were well above those given by NFP. Board members with knowledge with telecom systems were satisfied with the proposal.

It was MOVED, SECONDED, and CARRIED to approve the proposal from NFP Telecom Technology Solutions to replace the telecom system for \$1,900.00.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees Meeting on August 31, 2020.

President's Report: (Cristina Romig)

Nothing new to report.

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 Trustee's account balances, deposits, and payments. The report is attached to the end of the minutes.

It was MOVED, SECONDED, and CARRIED to approve the October 5, 2020, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2020-10-126 through 2020-10-140 in the amount of \$9,397.30.

Corresponding Secretary Report: (Anne-Marie Gordon)

Nothing new to report.

Director's Report: (Laurie Guenther)

The Sept 2020 MPL Directors Report was distributed prior to the meeting and the highlights were reviewed.

The addition of plexiglass at the circulation desk was a great addition for the safety of the staff and patrons.

The new website development is moving along and will be ready to launch in November. The site will be simpler and easier to navigate.

The library was able to add a dedicated secure port to the tech closet for the electric car charging stations installed in the parking lot by the town. There is no charge for the Town or Library for this connection or the data over the connection and is included in our Cost Shares with MCLS.

The Friends hosted a kayak outing on Canadice Lake as a staff appreciation event. Also, the 2020 Annual Appeal is finishing up with an end of year reminder report card.

The Summer Reading Program statistics were distributed. Given the state of the pandemic restrictions the Summer Reading Program saw success in encouraging community members to read. The library appreciates the support of the Honeoye Falls Market Place and M&T Bank for the fully community funded Summer Reading Program.

OLD BUSINESS

2021 Budget:

The Board was pleased with the town's support of the Library's proposed budget in their 2021 tentative budget. Cynthia did not see any problem with receiving the full amount in the preliminary and final budgets. The board thanked Cynthia for her work on behalf of the Library. Anne-Marie will draft a thank you note to the Town Board Members for their support.

EOY 2020 Budget:

The EOY budget expenses were reviewed and proposed spending outlined.

NEW BUSINESS

MCLS DOU:

The Monroe County Library System, Document of Understanding the contract that defines the responsibilities of MCLS and member libraries was distributed.

It was MOVED, SECONDED, and CARRIED to approve the 2020 MCLS Document of Understanding.

Public comment: None

Adjourned at 7:45pm

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

Meeting Date: 10/5/2020

Final Approved Report: 10/5/2020

LIBRARY OPERATING FUNDS

Account Transfers: n/a

Payment of Claims:

Voucher 2020-10-126 through 2020-10-140 for a total amount of \$9,397.30.

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
9/25/2020	Cash Register Deposit			\$ 457.98
	Cash register deposit for period ending 9/11/20	Cash	\$ 221.28	
	Cash register deposit for period ending 9/25/20	Cash	236.70	
	Total:			\$ 457.98

The above accounts were deposited into

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	8/31/20	\$ 5,881.04	9/9/2020
M&T Savings Account	8/31/20	\$2,666.26	9/9/2020

Acceptance of Deposits: n/a

Payment of Claims: n/a