

Mendon Public Library Board of Trustees Meeting
Virtual Meeting via Zoom Software
August 3, 2020
7:00 p.m.

Approved

Present: Anne-Marie Gordon, Craig Moscicki, Tom Ochsenhirt, Alicia Zysman-Cromwell, 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 Alicia Zysman-Cromwell.

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 meeting invitation requests, questions, or comments were submitted from the public.

Town Report (Cynthia Carroll)

A contractor was hired to replace the roof on the Mendon Community Center and the two buildings of the highway department.

Some insight on the 2021 finances was shared. The County Controller warned to expect the tax revenue to be significantly reduced. The census was being returned at lower than expected levels at the County level. Increased participation would help increase funds. The Town Supervisor and Town Financial Officer will be discussing the 2021 budget this week. It is expected that the current situation would necessitate a large cut in the Town budget, inclusive of the library budget.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees' Virtual Meeting on July 29, 2020.

President's Report: (Alicia Zysman-Cromwell)

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.

Transfer of funds requested were to accommodate the additional safety and cleaning equipment needed in light of the pandemic.

It was MOVED, SECONDED, and CARRIED to approve transfers between library account lines as was given in the August 3, 2020, Financial Report for the Mendon Public Library Board of Trustees.

It was MOVED, SECONDED, and CARRIED to approve the August 3, 2020, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2020-08-94 through 2020-08-108 in the amount of \$6,678.80 and a check to Copy Town for Summer Reading Program materials from the BOT

account.

Corresponding Secretary Report: (Anne-Marie Gordon)

The first two goals of the Long-Term Strategic Plan were discussed at previous meetings. The third goal regarding maintaining facilities and responding to the needs of the community was discussed. Some of the information to evaluate each of the goals can be gathered from library data. All of the goals rely on community feedback. The Board will need to develop a plan to gather this data. Anne-Marie will develop a yearly schedule to collect information to evaluate goals, and Alison will look at collecting public opinion data. Goal four will be distributed before the next meeting for discussion.

Director's Report: (Laurie Guenther)

The July 2020 MPL Director's Report was reviewed.

Laurie is working part-time while recovering from surgery. The Friends have donated three T-Mobile Hot Spots that are available for the public to borrow for a week. This is a great addition and are easy for patrons to use.

MPL in-house programming has been canceled. A Community Reads program led by community member Cari Stankaitis using the book *White Fragility* by Robin DiAngelo had a large audience. This program was held virtually and at the Fireman's Field park, with social distancing. Ten books for patrons were donated by a community member.

Allocation of our cost share payment to MCLS was discussed. MCLS relies totally on cost share payments from member libraries and NY State Aid. All payments are approximately divided for the following services: the largest portions pay for NYS mandated services (25%) and integrated library services (21%), which includes cataloging services, ILS equipment, and e-services. Other services include IT network support (18%), which is also supported by the savings federal e-rate program; shipping and delivery (12%); member support (10%); and administration and facility (13%).

OLD BUSINESS

Strategic Plan Revision:

The Strategic Plan revisions were discussed earlier.

Credit Card Processing:

Cristina needs to be contacted for an update on MPL's credit card processing and new BOT bank account.

NEW BUSINESS

2021 Budget:

The Board discussed the expected revenue deficit for 2020 and end-of-year expenses for 2020. It is expected funding will be used for materials expenditures. The Library Board also discussed the end of life of our content filtering system. This is mandatory to receive e-rate funding. Skyport provided us with a quote, which is approximately \$300 less than what we could receive through group purchasing with the MCLS system. The quote of \$1,270.80 was reviewed. The Board decided to go ahead with this expense during 2020. If remaining funds exist, we will begin funding the three end-of-life terminals, which need to be replaced in 2021. Realizing large cuts may need to happen in 2021, the Board discussed that hours and materials are the only places where the budget could be reduced if large cuts need to be made in the upcoming budget. Much of the budget is allocated for contractual expenses, which don't reduce when the library is open less hours, and labor.

Public comment: None

Adjourned at 7:50pm

Financial Report
Mendon Public Library Board of Trustees

Meeting Date: 8/3/2020

Final Approved Report: 8/3/2020

LIBRARY OPERATING FUNDS

Account Transfers:

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Mileage	7410.427	\$ 200	Cust. Supplies	7410.455	\$ 200
Training	7410.428	\$ 100	Cust. Supplies	7410.455	\$ 100
Xerox	7410.440	\$ 500	Cust. Supplies	7410.455	\$ 500
Utilities	7410.450	\$ 500	Cust. Supplies	7410.455	\$ 500
Visiting Artist	7410.409	\$ 825	Tapes	7410.407	\$ 825
Visiting Artist	7410.409	\$ 825	Database Sub.	7410.405	\$ 825
	Total	\$2,950.00		Total	\$2,950.00

Payment of Claims:

Voucher 2020-08-94 through 2020-08-108 for a total amount of \$6,678.80.

Acceptance of Deposits:

Date	Name	Memo	Check	Amount	Deposit
7/31/2020	County of Monroe	Online Fines (12/1-5/31)	1341910	\$479.00	\$479.00

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	6/30/2020	\$ 6,118.96	7/20/2020
M&T Savings Account	6/30/2020	\$ 2,665.98	7/20/2020

Acceptance of Deposits:

Payment of Claims:

Date	Check	Name	Memo	Amount
7/15/2019	422	Copy Town	SRP 2020	\$236.00