

Mendon Public Library Board of Trustees Meeting
Virtual Meeting via Zoom Software
April 6, 2020
7:00 p.m.

Approved

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

Others Present: Laurie Guenther, Cynthia Carroll (Town Liaison), Emily Brincka and Lisa Reniff (Recording Secretaries)

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

Public Comment: Public was notified via the Mendon Library website and asked to submit comments or questions to: mendonlibrarycirculation@libraryweb.org by 5 p.m on April 6. No questions were submitted from the public.

Town Report (Cynthia Carroll)

The town had nothing new to report. The Town is closed. Cindy praised the library for doing an excellent job of keeping the public informed of library activities and closures. It was felt that some emergency funding will come to the Town for coverage of this crisis. Cindy will get back to the library with any information regarding FEMA reimbursement requirements or other government details. Laurie disturbed OSHA guidelines that placed the library workers in a medium risk category. OSHA guidelines also outlined specific equipment needed to keep employees safe. The library will put together anticipated equipment needed to open in a restrictive environment. Some of this equipment may require building modifications, such as a dishwasher and sink, that is appropriate to wash and disinfect objects in the library.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees March 2, 2020 minutes.

President's Report: (Cristina Romig)

It was felt that the library should stay on the current path for the staff salary increases, unfortunately given the uncertain state of the Town finances during this crisis it was felt that the increase in funding from the town next year might not be available and would have to be absorbed by the library budget.

Currently a few essential staff are working reduced hours at the library, and the rest are working remotely. The last payroll consisted of 240 remote hours and 178 emergency fund hours that were approved at the last board meeting. The next payroll will not include any emergency funding.

Treasurer's Report: (Craig Moscicki)

The Financial Report of the MPL Board of Trustees was distributed. The Library's vouchers and deposits were reviewed as well as the Board of Trustees' account balances and deposits.

It was MOVED, SECONDED, and CARRIED to approve the April 6, 2020 Financial Report for the Mendon Public Library Board of Trustees which included approval of vouchers 2020-04-40 through 2020-04-58 in the amount of \$5,131.45.

Corresponding Secretary Report: (Anne-Marie Gordon) A draft revision of the Strategic Plan introduction was distributed via email for consideration. No changes were made. Anne-Marie will distribute another portion for the Board's review.

Director's Report: (Laurie Guenther)

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

This has been an unprecedented time at the library and felt that in hindsight the early closure was the right decision, while other libraries remained open or provided partial services. The complete closure on March 14, kept patron and staff risk to a minimum during uncertain times. Moving to a remote working environment has taken much effort by all the staff but has been successful. Programming, messaging, purchasing, bookkeeping, and other various tasks are able to be accomplished remotely.

The Overdrive usage for the entire system has gone up eight times comparing March 2019 with March 2020. MCLS has been able to secure a reduced price on some Overdrive materials. Mendon was able to take advantage of this reduced pricing. Mendon residents had 891 check outs on Overdrive since March 14th that is double what is normal for our community.

All programs have been cancelled through June. Staff are evaluating programs to see if it makes sense to cancel or hold programming in the library. Some of the presenters are offering online classes, which we are making known to our patrons. We were able to secure emergency borrowing privileges for Out of County residents. All students and residents in the HFL school district have access to the same online resources that Monroe County residents have.

The library is answering voicemail messages. Staff are monitoring mendonlibrarycirculation@libraryweb.org and helping patrons as much as possible. The library is practicing safe quarantining guidelines for all materials brought into the building. The library is also cleaning materials.

Most but not all MCLS libraries are giving emergency pay for employees until April 15th. Libraries are currently reviewing emergency pay policies. Cindy will check on the status of the Town employees pay status. Laurie has contacted each staff member, and discussed their willingness to work, as well as where each employee can help with needed tasks. The staff are taking this time to increase our online presence via the web and social media content. We are also taking the time to change plans for the summer reading program, review and evaluate the website, plan new programs, develop new services and programs. Some staff have chosen not to work during the crisis. Weekly staff meetings are held, as well as several smaller staff meetings to keep everybody on task with tools and knowledge they need to be productive.

OLD BUSINESS

Strategic Plan Revision:

The strategic plan introduction section revisions emailed had no comments. The next section for review and comment will be emailed by Anne-Marie.

Compensation for Employees:

The board is committed to pay equality increases for the staff, to bring in line with other MCLS and Town positions with similar job responsibilities. Cindy relayed a message from John Moffitt regarding losing a significant amount of County Tax dollars because of many shut downs and will put a significant strain on the 2021 town budget. The Town transferred \$6,000 from the unexpended funds to the library clerks salary line that was requested by the library board. A discussion took place regarding the commitment to salary increases and the strain on Town Budgets as outlined by John Moffitt. A cut in hours may need to take place. Cristina, Craig, and Laurie will meet to come up with a plan.

NEW BUSINESS

Emergency Plan:

The library will need to come up with a startup plan in the future. There will be a lot of time and guidance from the County in regards to opening to the public and opening plan can be created closer to that date. The library will only be open when the staff are comfortable with working in this environment. Opening will also send a message to the public about the safety of visiting the library.

Public comment: None

Adjourned at 7:56pm

Financial Report Mendon Public Library Board of Trustees

Meeting Date: April 6, 2020

Approved: April 6, 2020

LIBRARY OPERATING FUNDS***Payment of Claims:***

Vouchers 2020-04-40 through 2020-04-58 for a total amount of \$5,131.45.

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
3/05/2020	Cash Register Deposit			\$ 189.55
	Cash register deposit for period ending 3/05/2020	Cash	\$ 189.55	
3/12/2020	Cash Register Deposit			\$ 348.45
	Cash register deposit for period ending 3/09/2020	Cash	\$ 171.05	
	Cash register deposit for period ending 3/12/2020	Cash	\$ 177.40	
			Total:	\$ 538.00

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	Reconciled
M&T Checking Account	2/29/2020	\$ 4,011.85	3/06/2020
M&T Savings Account	2/29/2020	\$ 2,665.24	3/06/2020

Acceptance of Deposits:

Date	Check	Name	Memo	Amount
3/12/2020	3096	RICAR Supermarket	Summer Reading 2020 Sponsor	\$2500.00

Payment of Claims:

Date	Check	Name	Memo	Amount
4/1/2020	419	Kelly Paganelli	SRP – Button supplies	\$53.99