

**Mendon Public Library Board of Trustees Meeting**  
**Virtual Meeting via Zoom Software**  
**May 4, 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), John Moffitt (7:34 p.m.), Lisa Reniff (Recording Secretary), Alice Sargent (7:12 p.m.)

Meeting was called to order at 7:02 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)

All part-time Town employees have been furloughed as of April 20 or 29<sup>th</sup>. This includes the employees from the Mendon Youth Center. The highway department has been working full time while employing social distancing measures. The Comprehensive Planning Committee will be holding meetings starting next Tuesday via Zoom. The Town Supervisor's response to the BOT's questions regarding FEMA inquiries was emailed to the Board. The response included that FEMA is typically used for costs incurred for damages incurred due to a disaster, i.e. flooding, fire, etc. Based upon this, it does not appear that the Library would qualify.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees' Virtual Meeting on April 6, 2020, and Mendon Library Board of Trustee's Emergency Meeting Conference Call on March 16, 2020.

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

John Moffitt reached out to Cristina and Alicia via email to assure him that the unexpended fund balance transfer authorized by the Town Board will be used for increases in staff pay this calendar year. Discussion took place. The uncertainty caused by the pandemic delayed the BOT implementing the pay increase. Board members wanted to assure that any increase could be sustainable in subsequent budgets, specifically that wages would not be cut in subsequent years. At the last meeting, Cindy reported that the Town would be losing a significant amount of funding due to reduced sales tax.

**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 May 4, 2020, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2020-05-59 through 2020-05-68 in the amount of \$3,277.15.

**Corresponding Secretary Report:** (Anne-Marie Gordon) A revision of the first section of the Strategic Plan was distributed via email for consideration. A section regarding long-term goals will be distributed for edits for the next month.

*Alice Sargent arrived at 7:12pm*

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

The Director's Report was distributed, reviewed, and discussed.

Rundel Library is planning on reopening on May 18<sup>th</sup> for curbside service. It is expected that most libraries in the county will open with limited service for the second half of May starting with curbside service and expanding to limited admittance using appointments or other systems. The Library will be modified to fit the current requirements to limit proximity of people, such as modified traffic flow for entry and exit, check out spacing and protections, staff work area spacing, and building capacity. Discussions were held with the staff regarding their perceived comfort level upon opening the library. From this discussion it was also felt that providing materials was one of the essential services that we provide to the community, and the MPL should attempt curbside pickup as soon as allowed. A list of supplies needed to keep the patrons and staff safe to reopen was compiled. Ongoing expenses for safety supplies, such as hand sanitizer, soap, gloves, and masks, will be needed, as well as one-time expenses for hand sanitizing stations, a thermometer, and sneeze guards. Cindy will look into supplies the Town may have received to distribute for the library use. The staff strongly feels the installation of a utility sink in the utility room will be necessary in this situation allowing them to sanitize their hands and other items without having to leave the circulation area and interact with the public. The bathrooms are located away from the desk and are often busy. It was decided to ask the Town to turn one restroom into a staff restroom and the other into a unisex bathroom and investigate the addition of a sink in the future. Cindy will check on building code regulations regarding the number of restrooms.

*John Moffitt arrives at 7:34pm*

When the MPL commences curbside pickup of items it may be similar to a personal shopper experience, which goes along with our positive qualities valued by the community. Patrons will call or email their requests, and staff will interact with the patron to help with book selections and coordinate item pickup. The pickup process will be designed to be contactless either by placing in the patron's trunk or having a table for the patron to pick up their materials. Masks will be worn at all times. Any items returned will be quarantined for three days.

The next step toward opening would be to add appointments for the patrons to enter the library allowing for control of the patron density. Inside the library patrons will use modifications of normal practices, such as a change in entering and exiting the library and checking out spacing and barriers between them and the staff.

The hours of library operation would be greatly reduced, but staffing per hour would need to be increased to handle the more labor-intensive curbside pickup and additional safety precautions. The occupancy count and circulation numbers are expected to decrease with these restrictive measures. John confirmed that the Town could supply masks and hand sanitizer to the library.

The MCLS Finance Director has let the libraries know that the MCLS budget will be tight in the future and to expect cutbacks.

The additional safety restriction of only taking credit card payment for fines and fees may cause MPL to have a decrease in income. Currently patrons may only pay with cash or check at the library and with credit card on the MCLS website. Currently MPL receives a portion comparable to the population of the county, which is less than 1% of all monies that are collected via the MCLS website. It might be prudent to begin to look at cashless payments at the library considering the pandemic.

The library's website host, Site Steward, has been bought out by Simple Tech Innovation. We are expecting a large expense this year when Simple Innovations requires all of the sites to switch over to Wordpress. A staff committee is looking at the options available for web hosting and redesign possibilities since the advantages of staying with Simple Tech Innovation are diminished, and it would be a good time to leave at that juncture.

There is a staff committee working on the redesign of the Summer Reading Program. They are switching focus from an event format to one of rewards and individual challenges. It was suggested that high school students could help by forming a reading buddy program.

**OLD BUSINESS.**

**Strategic Plan Revision:**

The Strategic Plan revisions were discussed earlier.

**Compensation for Employees:**

After several months of discussion, the Board feels strongly that it is important to pay the staff a livable wage. This has been a priority since last year. Library clerks are paid significantly lower than comparable Town and MCLS positions. The Board looked at many options. The main discussion has been on how to sustain the new wages over several years. Salaries and contractual expenses are the majority of the library operating budget and are non-negotiable. The materials budget was cut recently to accommodate NYS minimum wage requirements. The pandemic is expected to affect the operating budget negatively.

The unexpended funds transfer was made per the request of the library board at the beginning of the year. As noted in the President’s report above, Alicia and Cristina received an e-mail recently from Mr. Moffitt stating that these funds must be expended for wage increases in 2020. The wage increases are also taking place in the second quarter of the year, saving some estimates of the original proposal for 2020. The pandemic has reduced some working hours. Because of these measures funding the wage increases in 2020 is not an issue.

A committee was formed last month to review again and submit a recommendation to the Board so that a final decision can be made. The committee met and reviewed the operating budget. After looking at several options, the committee recommends as a last resort, the amount of funding needed to sustain the new wages would be a seven-hour cut in operating hours to bring the starting salary to \$15.00 per hour for the Senior Library Clerks. This is assuming a flat budget in 2021.

Given the amount of thought and discussion put into this decision, the Board wanted to ensure the rationale behind this decision was included in the minutes.

It was **MOVED, SECONDED, and CARRIED** to approve a one-time Sr. Library Clerk pay adjustment; hourly rates for Sr. Library Clerks will range from \$15.00 to \$17.00 per hour. This one-time pay adjustment will be retroactive from payroll # 9, checks issued on” April 23, 2020.

**NEW BUSINESS - None**

**Public comment:** None

**Adjourned at 8:21 p.m.**

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

**Meeting Date: 5/4/2020**

**Final Approved Report: 5/4/2020**

**LIBRARY OPERATING FUNDS**

**Account Transfers:**

<b>Transfer From:</b>	<b>Transfer to</b>
-----------------------	--------------------

Account	Number	Amount	Account	Number	Amount
Hardware	7410.230	\$100	Tech. Services	7410.210	\$100
Visiting Artist	7410.407	\$2,000	Database	7410.405	\$2,000
	<b>Total</b>	<b>\$2,100.00</b>		<b>Total</b>	<b>\$2,100.00</b>

**Payment of Claims:**

Voucher 2020-05-59 through 2020-05-68 for a total amount of \$3,277.15.

**Acceptance of Deposits:**

Date	Memo	Check	Amount	Deposit
5/1/2020	Cash Register Deposit			\$ 152.15
	Cash register deposit for period ending 5/1/2020	Cash	\$ 152.15	
			<b>Total:</b>	<b>\$ 152.15</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:**

Account	Date	Balance	Reconciled
M&T Checking Account	3/31/2020	\$ 5,885.44	4/20/2020
M&T Savings Account	3/31/2020	\$ 2,665.45	4/20/2020

**Acceptance of Deposits:**

Date	Check #	Name	Memo	Amount
3/30/2020	90039698	M&T Charitable Foundation	SRP 2020 Sponsor	500.00

**Payment of Claims:**

Date	Check #	Vendor	Memo	Amount
5/4/2020	420	VOID		
5/4/2020	421	Overdrive	Early Literacy Grant	\$ 209.05