

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
March 2, 2020
7:00 p.m.

Approved

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

Others Present: Laurie Guenther, Cynthia Carroll (Town Liaison), Emily Brincka (Recording Secretary)

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

Public Comment: No public comment

Town Report: (Cynthia Carroll) The Town of Mendon has hired Andy Caschetta as the new Highway Superintendent. The Town will be holding two meetings at the Mendon Community Center for input to the Mendon Comprehensive Plan: March 6 at 6 p.m. and April 10 at 7 p.m. The April 10 meeting will allow for opportunity for the community to speak. The Town Board approved expenditures for the EV charging station grant. John Hagreen is in charge of this project. He will come to the Library BOT meeting to speak if wanted. Cynthia reported the school has approved the busing of middle school children to the Mendon Youth Center.

Approval of Minutes: It was MOVED, SECONDED, and CARRIED to: approve the February 3, 2020, minutes as presented.

President's Report: (Cristina Romig) Nancy Holtby, Laurie, and Cristina met as a group with each of the Town Board members one-on-one. Participants were given the chance to ask questions and learn about library services. Among topics discussed were lower wages for Library staff when compared to Town staff of similar skills and job responsibilities.

Secretary's Report: (Anne-Marie Gordon) Since no changes were made to the first portion of the Strategic Plan, Anne-Marie will send out another portion for the Board to review, make comments, and revise.

Director's Report: (Laurie Guenther) The Board discussed steps to take in case of a possible virus outbreak. The Library will follow this course of action if needed:

- The library will follow Monroe County and HFL School District protocol. If these organizations are closed or if they are recommending public buildings be closed, we will close.
- If the Library closes during a mandatory time, the Library Board will try and find a way for staff to receive paychecks.
- If a staff voluntarily chooses not to come to work, established protocol will apply. See MPL Personnel Policies.

Laurie suggested that a sink in the Library would be helpful to disinfect toys. No sink exists for this purpose. Other ways to disinfect were discussed, such as taking the toys off-site or installing a dishwasher. It was unclear as to why a utility sink can not be installed in the Library. It was noted the Library applied for a NYS Construction grant to install a sink, but the application was rejected by the Town of Mendon. Toy disinfection will be an ongoing need for the library.

The Friends are working to install comfortable seating in the Library.

Work continues for the NYS Early Literacy Grant. The staff will have questionnaires for community members with preschool children. The funding for this grant has already been received. The bench for the children's area is an approved expense for this grant. All grant items need to be tied to encouraging early literacy.

Kelly is planning the Summer Reading Program. We applied for the M & T grant. We are hoping for at least \$1000 from the M & T grant. This grant, combined with a grant from HFMP, will fully fund the Summer Reading Program. If anybody knows of a group or organization that might be willing to give \$1000, please see Laurie, should the M & T Grant be less than expected.

The Board approved the hiring of Michelle Ferrigno as a Sr. Library Clerk. Laurie noted the Library will be short staffed during the next few months and to be mindful of the workload imposed on the staff. This is already a very busy season, made extremely busy with staffing shortages.

Treasurer's Report (Craig Moscicki): The Financial Report attached to these minutes was discussed.

It was MOVED, SECONDED, and CARRIED to: approve the March 2, 2020 Financial Report.

OLD BUSINESS

Strategic Plan:

The first section of the MPL Strategic Plan was discussed with no changes made. Anne-Marie will send out a second section to review for the next meeting.

Friends Gathering with Board of Trustees and Town Board:

Cynthia Carroll noted that John Moffitt told her that Town Board members cannot gather in groups of three or more. Several questions arose, such as why Town Board members can gather to hand out hot chocolate at events and walk in parades. Cynthia will talk to Sheldon Boyce and John Moffitt to get clarification. Once the clarification is obtained, i.e.: if gathering needs to be open to the public or advertised, these accommodations will be made. After the clarifications from Cynthia are received, the Friends will begin planning the gathering.

Employee Compensation:

The group clarified the goal was to obtain a living wage for the Library staff. Several options have been presented. The Library Board discussed the most recent option modeled after the Rush Library. Pay increases would be granted after a successful performance evaluation. A successful performance evaluation would include ability to perform several core related skills appropriate to the job. Once an employee reaches step 4, COLA increases would take place instead of step increases in pay. It was noted that the step increase was barely better than COLA increases.

To keep the Library on track with Town employees, Cynthia was asked if the Town has a wage scale that tied wage increases to a successful performance evaluations and job titles. She was not aware of a wage scale in other Town departments. Typically, wages are raised by a percentage.

Cynthia read the motion from the Town Board that \$6000 was transferred from the unexpended fund balance to the Library Operating Budget line L7410.110. The Library Board discussed the possibility of using this funding immediately to increase staff salaries. It was decided using this funding now would not be prudent since there is no guarantee of increased funding for future years. The livable wages for Library staff must be sustainable.

It was noted this past year that, several members of the Town received a 3.99% increase, while Library staff received no more than a 3% increase. The Library board was not informed what the salary increase Town employees would be receiving, when budget preparations were being made. This is a problem that needs to be addressed.

A general discussion took place about this problem. Several Board members thought that paying Library staff lower than other Town employees was an embarrassment to the Town. Concern was expressed that it is not Ok for Library staff in our community to be paid at such a low rate.

Since both organizations serve the youth of the community, comparisons were made between the newly formed Youth Center and the Library. The Youth Center is open 15 hours per week with an operating budget of \$91,500. The Library is open 60 hours per week with an operating budget of approximately \$300,000. It is more economical to run the library per hour – the Youth Center is approximately \$150 per hour, whereas the library is approximately \$97 per hour. The Library also receives very heavy use (45,500 visits in 2019). Cynthia noted, that it hasn't been decided if the Youth Center will be open during the summer yet. Both organizations are funded with tax dollars. Some equipment has been donated to the Youth Center, like ping pong tables and couches. Sr. Library Clerks need at least an Associates degree which Youth Center staff do not to be hired for their job.

The Board discussed the Library budget challenges they have faced and why they have not been able to allocate more money to staff wages. The 23% NYS mandated increase in minimum wage has required additional funding above the 2-3% budget increase requested by the Town each year. To present a balanced budget, Library services have had to be cut to stay within the Town budget directives. Coupled with increased usage, utility costs, and materials costs it is impossible to provide needed services within the budget constraints. The Library Board is committed to presenting a realistic and black budget to the Town Board at budget preparation time.

All recognized the severity of the problem and want to pursue a change that is sustainable in future years. Cristina Romig noted that Town Board members seemed receptive to change in compensation for Library employees. While the Library Board has the full authority to act now, it was decided it would be more prudent to act once a commitment was received by the Town Board for future years (at least 2021) so cuts in services and pay would not need to be made in the future.

It was noted that Library staff are paid between \$12.46 per hour to \$15.42 per hour. Many staff have been at the library for over 10 years, and some of the staff have been at the library for 20 years. All thought this was unacceptable.

A plan was discussed to make sure the Town Board was aware of the problem and willing to provide an opportunity to solve the problem. Laurie will provide hard facts for the presentation. It was thought that the Board already has many of the facts in their possession. Anne-Marie and Tim will take the lead in the drafting a letter. The letter will address the problem, provide comparisons, and detail what is expected for a solution to the problem. The Library Board would like to make a public presentation at the Town Board meeting detailing the problem and the solution needed. Alison will compile the power point and Tim will speak at the meeting.

NEW BUSINESS

MOTION: It was **MOVED**, **SECONDED**, and **CARRIED** to approve the Mendon Public ICE Policy as presented.

MOTION: It was **MOVED**, **SECONDED**, and **CARRIED** to file the 990N instead of the 990 EZ discussed at the previous meeting. Craig will file this document.

Public Comment: None

Meeting was adjourned at 8:40 p.m.

Financial Report
Mendon Public Library Board of Trustees

Meeting Date: March 2, 2020

Approved Date: March 2, 2020

LIBRARY OPERATING FUNDS

Account Transfers: N/A

Payment of Claims:

Vouchers 2020-02-21 through 2020-03-39 for a total amount of \$3532.46

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
2/06/2020	Cash Register Deposit			\$ 166.30
	Cash register deposit for period ending 2/03/2020	Cash	\$ 65.60	
	Cash register deposit for period ending 2/06/2020	Cash	\$ 100.70	
2/13/2020	Cash Register Deposit			\$ 259.35
	Cash register deposit for period ending 2/10/2020	Cash	\$ 70.65	
	Cash register deposit for period ending 2/13/2020	Cash	\$ 188.70	
2/20/2020	Cash Register Deposit			\$ 228.80
	Cash register deposit for period ending 2/17/2020	Cash	\$ 107.70	
	Cash register deposit for period ending 2/20/2020	Cash	\$ 121.10	
2/28/2020	Cash Register Deposit			\$ 274.40
	Cash register deposit for period ending 2/24/2020	Cash	\$ 100.40	
	Cash register deposit for period ending 2/27/2020	Cash	\$ 174.00	
			Total:	\$ 928.85

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	1/31/2020	\$ 4,703.81	2/13/2020
M&T Savings Account	1/31/2020	\$ 2,665.03	2/13/2020

Acceptance of Deposits: N/A

Payment of Claims:

Date	Check	Name	Memo	Amount
2/27/2020	418	Mike Rider	Early literacy reading bench	\$625.00