

Mendon Public Library Board of Trustees Meeting
November 2, 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)

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

Public Comment: None

Town Report (Cynthia Carroll)

The preliminary budget passed at the October 19th meeting of the town board, and the final budget vote will be approved at the November 9th meeting. The last meeting also contained many organizational end-of-year items.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees meeting on October 5, 2020.

President's Report: (Cristina Romig)

The Library sent letters of appreciation to town board members and created social media posts regarding the continued funding support for the library.

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

It was MOVED, SECONDED, and CARRIED to approve the transfer of funds from account lines as outlined in the November 2, 2020, Financial Report for the Mendon Public Library Board of Trustees, transferring \$1,650.00 from the Utilities account line (.450) to the Building/Maintenance Repair account line (.460).

It was MOVED, SECONDED, and CARRIED to approve the November 2, 2020, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2020-11-141 through 2020-11-156 in the amount of \$3,173.13.

Corresponding Secretary Report: (Anne-Marie Gordon)

Nothing new to report.

Director's Report: (Laurie Guenther)

The October 2020 MPL Director's Report was reviewed.

The Friends of the MPL sent out an end-of-year mailing to remind supporters to contribute.

The Authorization for distribution of State Aid check was signed by Cristina, and the library should be receiving the State Aid check in the mail around the end of the year or beginning of next year. The check should be about \$2,062, a reduction of about 20% from previous years due to NYS budget cuts.

MPL's circulation is performing very well given the current health crisis. The September circulation totals were only down slightly (1% from last year) compared to other libraries within Monroe County having a decrease of up to 57%. In October, MPL had a reduced circulation of 6% from last year, while other libraries had a reduction range of 3% to 56%. There has been a change in traffic pattern: busy times have moved from morning to late afternoon.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve hiring Anne Cahill as Senior Library Clerk for \$15.00 per hour.

The library realizes the importance of reaching young children in the community. With programming inside the library non-existent and visitor restrictions on the children's space, it has been difficult to find ways to reach children to the same degree as before the pandemic. Kelly has been holding one story time a week outside in the Gazebo. She plans to continue throughout the winter. She is also distributing Take and Make Kits with simple crafts. Finally, Kelly is working with Central Library on a rotating collection of STEM and other toys for check-out.

OLD BUSINESS

2021 Budget:

As mentioned earlier, the preliminary budget passed at the October 19th meeting of the town board; the final budget vote will be approved at the November 9th meeting. The budget committee will meet via Zoom on Tuesday, November 10th, at 4:30 p.m. to finalize account line amounts for the Library budget.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the budget committee's submission of the 2021 budget lines to the Town.

EOY 2020 Budget:

A worksheet with the expected expenses for the end of 2020 was distributed, and all agreed the library was on track.

NEW BUSINESS

Collection Development Policy:

It was **MOVED**, **SECONDED**, and **CARRIED** that the Collection Development Policy was reviewed and approved by the Mendon Public Library Board of Trustees.

Computer and Internet Safety Policies:

It was **MOVED**, **SECONDED**, and **CARRIED** that the Computer and Internet Safety Policy was reviewed and approved by the Mendon Public Library Board of Trustees.

Health Emergency Response Plan:

NYS requires a Health Emergency Response Plan from all public employers. A draft plan was distributed. The Board will review and respond to Laurie with any thoughts and changes.

Public comment: None

Adjourned at 7:25 p.m.

Financial Report Mendon Public Library Board of Trustees

Meeting Date: 11/2/2020

Final Approved Report: 11/2/2020

LIBRARY OPERATING FUNDS

Account Transfers:

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Utilities	.450	\$ 1,650.00	Build/Main Rep	.460	\$ 1,650.00
	Total	\$ 1,650.00		Total	\$ 1,650.00

Payment of Claims:

Voucher 2020-11-141 through 2020-11-156 for a total amount of \$3,173.13.

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
10/29/2020	Cash Register Deposit			\$ 617.70
	Cash register deposit for period ending 10/14/20	Cash	\$ 380.10	
	Cash register deposit for period ending 10/21/20	Cash	\$ 113.00	
	Cash register deposit for period ending 10/28/20	Cash	\$ 124.60	
	Total:			\$ 617.70

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	9/30/20	\$ 5,730.04	10/14/2020
M&T Savings Account	9/30/20	\$ 2,666.37	10/14/2020

Acceptance of Deposits: n/a

Payment of Claims: n/a