

Mendon Public Library Board of Trustees Meeting
January 4, 2020 via Zoom Software
7:00 p.m.

Approved

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

Absent: Anne-Marie Gordon

Others present: Kelly Paganelli (Children's Librarian), Cynthia Carroll (Town Liaison), Lisa Reniff (Recording Secretary)

Meeting was called to order at 7:05 p.m. by Cristina Romig.

No public Comment

Town report: (Cynthia Carroll)

The 2021 Town Board meeting dates have been set and the tax bills have been mailed. The Town of Mendon Comprehensive Plan has been approved by the Planning Board and has been sent to Monroe County for their approval. There will be a public hearing and vote on February 8th for the Comprehensive Plan. The town has entered into agreement with the HFL School District for the 2021 Summer Recreation Program.

President Report: (Cristina Romig)

The finances of the library were discussed regarding the Directors unexpected medical leave. The Library Director is not considered a Town employee because the Library BOT hires and sets the salary however separate disability insurance was an option to be purchased through the town. HRWorks was employed by the Library and the Town to write and keep the personnel policy up to date. The HRWorks personnel policy and the Town Financial Officer will be consulted for any additional information regarding this matter. The agent for the town disability policy will also be contacted for policy details. The board feels it is incumbent on them to figure out what benefits or rights are available for the Director on medical leave and be able to pass that on to the employee.

The need and possibility of hiring a part-term interim director was also discussed. The contact at MCLS was experienced at placing an interim director. The board would continue to investigate this possibility and the financial aspect of hiring an interim director.

Reduction of the library open hours were discussed to reduce financial pressure if an interim director is needed to be hired, reduce Covid exposure and needed staffing hours, and be more inline with most other Monroe County Library.

It was MOVED, SECONDED, and CARRIED to approve the following open hours for the Mendon Public Library starting January 11, 2021:

10am-7pm Monday - Thursday

10am-3pm Friday & Saturday

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees Meeting on December 7, 2020.

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.

Two sets of vouchers are presented for approval; 2020-12b and 2021-01. The 2020-12b contains vouchers for contractual invoices that were received after the December 7, 2020 meeting and were paid in the 2020FY.

It was MOVED, SECONDED, and CARRIED to approve the January 4, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2020-12b-174 through 2020-12b-179 in the amount of \$1,267.74 and 2021-01-1 through 2021-01-6 in the amount of \$2,007.02

Director's Report: (Kelly Paganelli)

The Board of Trustees information sheet was distributed and request for confirmation of accuracy.

The Library Director's Report was distributed and reviewed. The following items were highlighted.

- The Library Staff is starting to pull together information for the **2020 NYS Annual Report**.
- Work on the MPL Annual Report has also started.
- The new phone system has been installed by NFP and are working well.
- Kelly counting working on the HFL Yearbook Scanning Project through a grant Rochester Regional Library Council.
- The Friends had a successful ROC the Day receiving over \$670.

- The Friends tote bag fund raiser has almost sold out and a new member has crafted masks that have been selling well.
- Kelly continues to hold story time in the Harry Allen Park Gazebo to a small but hardy group. Many Make and Take Crafts have also been distributed at the library.
- Two virtual programs were held, hosted by teen volunteers. Ivy has created a large igloo out of milk cartons to preform her virtual story time and give children a spot to read. Grace and Nate have hosted one and another virtual science program is planned.
- The library's adult volunteers continue to put in many hours keeping our shelves neat.

OLD BUSINESS

2021 Budget:

Review of the 2021 budget is on hold until it is known the financial implications of the Directors medical leave.

NEW BUSINESS

Pre-payment of Contractual Obligations:

It was MOVED, SECONDED, and CARRIED to approve the pre-payment of contractual obligations prior to the Mendon Public Library Board of Trustees Meeting. Expenditures will be included in the following abstract and approved at a regular meeting of the Board of Trustees.

2021 Mileage Reimbursement :

It was MOVED, SECONDED, and CARRIED to approve 2021 mileage reimbursement of \$0.56 per mile.

Library Hours:

Topic was previously discussed.

Executive Session:

The Board moved into executive session at 8:35pm.

The Board moved out of executive session at 8:50pm.

It was MOVED, SECONDED, and CARRIED to increase all staff currently earning minimum to the current minimum wage and all other Library Clerks receive a cost of living increase of 3%.

It was MOVED, SECONDED, and CARRIED to approve a market adjustment increase of 9% to the Library Assistant Position.

Meeting adjourned at 9:01pm.