

**Mendon Public Library Board of Trustees Meeting
December 7, 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: Laurie Guenther (Director), Cynthia Carroll (Town Liaison), Lisa Reniff (Recording Secretary)

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

No public report

Town report: (Cynthia Carroll) Cynthia reported on solar farm under construction on Quaker Meeting House Road. The Town of Mendon Comprehensive plan has been approved by the committee and will be voted on this month. Given the current health concerns, Cindy will check with John Moffitt to make sure the furnace and air circulation systems are in proper order.

Approval of Minutes:

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

President Report: (Cristina Romig) Cristina provided input to the LaBella firm representative concerning the comprehensive plan. She thought this was an opportunity to stress the importance of the library and the vital role the library plays in the community.

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 transfer of funds from account lines as outlined in the December 7, 2020, Financial Report for the Mendon Public Library Board of Trustees, a total of \$4,225.00 transferred.

It was MOVED, SECONDED, and CARRIED to approve the December 7, 2020, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2020-12-157 through 2020-12-173 in the amount of \$15,356.67.

It was MOVED, SECONDED, and CARRIED to approve Check #424 to Kelly Paganelli for reimbursement for ALA Membership needed for a grant application.

Director Report: (Laurie Guenther)

The new website is up and running. The Trustees are encouraged to submit information or stories to be include in the 'about us' page.

NYS has included some new Minimum Standards for Public Libraries that will take effect on January 2021. At this point libraries have not ben given information on how to report on these standards.

The pandemic and measures the library is taking to stay safe was discussed. Some of the safety measures include: remote material ordering and curbside pickup, required mask wearing at all times, and communication with other libraries. The library will try to stay open as long a possible. MCLS will keep the delivery trucks operating as long as possible. If the Library is placed in an Orange or Red zone then they may close to in-person browsing and move to curbside only or a combination of curbside and appointment. The library is much better prepared to adapt now after 9 months of the pandemic, than they were when it started in March. The trustees were impressed with everything that's been done to handle and adapt to the challenge presented during a health crisis.

The Friends of the MPL are gaining more members and planing fund raisers. They are selling tote bags and masks and planning a plant sale in the spring.

OLD BUSINESS

Health Emergency Response Plan:

The Health Emergency Response Plan was presented and discussed.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Health Emergency Response Plan.

2020 Budget:

The 2020 operating budget with current and expected expenditures outlined was provided. No issues were found and all thought it was a reliable plan.

2020 Budget:

The budget committee meet and determined the line items for the 2021 budget. Craig is in the process of giving the line items to the town. As expected the budget was not enough to cover the all normal expected expenses. The Friends are willing to contribute toward the purchase of materials in 2021 to meet this gap.

NEW BUSINESS

2021 Officers:

Regrettably Anne-Marie wishes to step down as Corresponding Secretary. Cristina nominated Alyson Zero-Jones to the position of 2021 Corresponding Secretary of the MPL Board of Trustees. Craig Moscicki was nominated to repeat his position as Treasurer.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library officers for 2021:

President - Cristina Romig
Vice President - Alicia Zysman-Cromwell
Treasurer - Craig Moscicki
Corresponding Secretary - Alison Zero-Jones

2021 MPL Closure Dates:

The proposed 2021 library close were discussed.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library closure dates for 2021 as given below:

Closure Date	Event
Friday & Saturday, January 1 & 2	New Year's Weekend
Saturday, April 3	Easter Weekend
Saturday & Monday, May 29 & 31	Memorial Day Weekend
Monday, July 5	Independence Day Weekend
Monday September 6	Labor Day
Wednesday, November 24 Closed at 1pm, Thursday & Friday, November 25 & 26	Thanksgiving
Thursday, Friday & Saturday, December 23, 24 & 25	Christmas
Friday & Saturday, December 31 & January 1	New Year's Weekend
Saturday's, June 19 - September 11	Summer Saturday Closures

Cell Phone Policy:

The current Cell Phone Policy was reviewed and no changes were made.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Cell Phone Policy.

Study Room Policy:

The current Study Room Policy was reviewed and no changes were made.

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Study Room Policy.

Executive Session:

The Board moved into executive session at 7:40pm

The Board moved out of executive session at 7:55pm

Meeting adjourned at 8:00pm.