

**Mendon Public Library Board of Trustees**  
**Regular Meeting**  
**Monday June 3 2024, 7:00 p.m.**  
**Mendon Public Library**

**Approved**

**Present:** Mary McCabe (President), Tom Ochsenhirt (Vice-President), Alison Zero Jones (Treasurer), Katie Corey (Corresponding Secretary), Tom Dooley, Alicia Zysman-Cromwell

**Excused:** Nipa Armbruster,

**Others present:** Lyla Grills (Director), Cynthia Carroll (Town), Lisa Reniff (Recording Secretary)

*Meeting was called to order at 7:02pm by Mary McCabe.*

**Public Comment:** None

**Town Report:** (Cynthia Carroll)

- The sidewalk project in Mendon is progressing.
- The spray park is open. Many positive comments were shared.
- A moratorium on smoke shops was passed, will be in effect for up to 6 months, and will grandfather in current stores.
- Pats Pigs opened in Mendon.

**Approval of Minutes:** (Mary McCabe)

Motion was made to approve the minutes from the May 6, 2024, Mendon Public Library Board of Trustees Meeting.

Motion: Mary McCabe

Second: Tom Ochsenhirt

Unanimously Approved

**President Report:** (Mary McCabe)

The review of the Director was discussed. Input from board and staff will be surveyed with a previously used google document. It was decided that Lyla would send out the link to staff via email with preface that it is a confidential survey that was created by the BOT and results will go directly to the Board. The survey should not effect the proposed 2025 budget.

A personal story was shared regarding a bathroom poster helped her with a domestic violence situation.

**Treasurer's Report:** (Alison Zero Jones)

The Financial Report of the MPL Board of Trustees was distributed for the May 6, 2024 regular meeting. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustee's account balances, deposits, and payments.

Motion was made to accept the payment of claims for vouchers 2024-06a-68 to 2024-06a-75 totaling \$1,710.74 and vouchers 2024-06ab-76 to 2024-06b-87 totaling \$7,751.71.

Motion: Alison Zero Jones      Second: Alicia Zysman-Cromwell      Unanimously Approved

Motion was made to accept the MPL deposits in the amount of \$277.74, the BOT deposit of \$30.00 and BOT payment in the amount of \$143.00.

Motion: Alison Zero Jones      Second: Alicia Zysman-Cromwell      Unanimously Approved

**Corresponding Secretary:** (Katie Corey)

A thank-you note was sent to Lynn Minderman for the donation.

## **COMMITTEE REPORTS**

**Finance Committee:** (Alison Zero Jones)

The Finance Committee meet and two independent proposed budgets were presented. They were very similar with only minor differences. There was a budging decrease in utilities and a COLA increase in the staff line along with a possible market adjustment for a staff member. Overall it it was estimated an overall increase of less than 3%. The Finance Committee will meet on June 18th to finalize any issues.

It also came up that there may be extra in the 2024 budget that could be used for a security system upgrade.

**Policies Committee:** (Lyla Grills)

The Payroll Policy delayed sending out due to the new payroll system procedure not being solidified.

**Long Range Plan Committee:** (Tom Dooley)

Last meeting we marked four items completed and moved some of the dates for other items.

**Foundation Formation Committee:** (Tom Dooley)

Only two disparate responses were received for the foundation survey. Lyla will send out a reminder about the survey in order to gather more responses. There were a few that some libraries did not have a foundation. The survey went out to about 20 libraries.

**Personnel Committee:** (Lyla Grills)

There was a discussion about about who was on the committee.

**Director's Report:** (Lyla Grills)

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

- Furniture for the Teen corner will be delivered on June 21st. A new glass top for the red door table was purchased along with some other auxiliary items and lights for the window. A menstrual product dispenser was also purchased.

- A refresh of the bathrooms was created with new step stools, trash cans, signs and painted accent pieces.
- The hold shelf was moved behind the circulation desk and the Friends books sale will move back to the old hold shelf.
- During the staff training morning allowed us time to look at the placement of furniture. There was also a presentation about the refreshed MCSL website from Alicia Gunther. The new staff attended and are integrating well.
- Staff member, Deb J, donated a walker that is being used regularly.
- The Friends made \$1,000 from the flower sale. They are also doing an Annual Appeal mailing this year. The Friends have attracted some new members that have become quite active. Long time member, Nancy Holbty will be stepping down as president.
- Kelly planned over 70 programs for the Summer Reading Program. Our new hire, Lori, a retired teacher will be running the Wee Wednesday's program.
- At the Mendon Fireman's Carnival Parade Alicia road the book bike and brought many helpers to pass out books. The bike was quite difficult to ride.
- A lodge was booked at MPP for a fall library picnic on September 29th.

## **OLD BUSINESS**

### **Grant-in-Aid Project: (Lyla Grills)**

Functional Communications was asked why the quote for audio visual was higher. He did note that the monitor was rated for a long running time and often do not need any change orders since all items are in stock. It was suggested that the two monitors from the quotes be reviewed for quality and run time. Lyla will get another quote to get a better third quote.

Drapery Industries, the previous shade installer, does not have the same color. Functional Communications does not provide the shades where DAVE does.

## **NEW BUSINESS**

### **Director Evaluation:**

This topic was discussed previously in the meeting.

### **Furniture Refinishing: (Lyla Grills)**

The Friends may pay for refinishing some of the wooden furniture. A quote from John Bailey in Lima for everything was \$11,000 but can do it piece-by-piece. It was brought up a staff member doing some of the refinishing but disadvantages of that method were also pointed out. Another option is the town. The BOT thought that a piece-by-piece option by John Bailey was the best.

**Disposal of Furniture:** (Lyla Grills)

A list of furniture was presented for disposal. A discussion of the furniture and the historic nature of the leather chair. The plaque will be removed and displayed in the glass case of historic items. The items need to be removed before June 21st.

Motion was made to authorize Lyla to contact the Town, Mendon Youth Center, Girl Scouts and other village groups to determine if there is any interest and authorize disposal of anything that is listed on the furniture for disposal.

Motion: Mary McCabe

Second: Tom Ochsenhirt

Unanimously Approved

**Public Comment:** None

Regular Meeting adjourned at 8:29pm.