

**Mendon Public Library Board of Trustees**  
**Regular Meeting**  
**Monday July 1, 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), Nipa Armbruster, Tom Dooley, Alicia Zysman-Cromwell

**Excused:** None

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

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

**Public Comment:** None

**Town Report:** (Cynthia Carroll)

- The last Town Board Meeting involved much housekeeping.
- There was a discussion regarding smoke shops in Mendon and the new moratorium.

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

A motion was made to approve the minutes from the June 3, 2024, Mendon Public Library Board of Trustees Meeting as amended for a grammatical error.

Motion: Mary McCabe

Second: Alicia Zysman-Cromwell

Unanimously Approved

**President Report:** (Mary McCabe)

The survey regarding the director was collected from all of the BOT and a number of staff. Lyla has yet to do a self evaluation. After Mary sends out a summary of the responses Personnel committee will meet.

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

The Financial Report of the MPL Board of Trustees was distributed for the July 1, 2024, regular meeting. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustees' account balances, deposits, and payments.

This month there were two larger expenses representing expenditures on the Grant-in-Aid for the teen corner and the cost shares for MCLS.

There will now be two vouchers packet each month with corresponding abstracts.

A motion was made to accept the Financial Report of the MPL Board of Trustees for the July 1, 2024 regular meeting.

Motion: Alison Zero Jones

Second: Alicia Zysman-Cromwell

Unanimously Approved

**Corresponding Secretary:** (Katie Corey)

A thank-you note was sent to Lori Arner for the donation. A name plate was placed in a mystery novel purchased with this donation.

**COMMITTEE REPORTS**

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

The budget committee met and approved the 2025 MPL Budget that is presented to the Board.

Highlights of the Budget were pointed out:

- There is a COLA increase of personnel budget lines of 3.3%. This will keep everyone at an appropriate level and drastic market adjustments will not be needed in the future.
- The Clerk Budget line stays the same due to conservative policies and underspending expected this year. We will continue with the conservative policies next year.
- Librarian Trainee may get a market adjustment as his MLS is expected before 2025.
- Software will have some increase due to a need to upgrade Quickbooks to the online version and renew licenses for Deep Freeze and E-set.
- The Hardware budget will have an embedded \$5,000 in it that will be transferred to the Computer Reserve fund later in the year.
- The Material budget line will increase slightly with inflation. The FFRPL Grant will supplement our Material budget.
- The Telephone budget line will decrease as we have moved two of the four lines from Frontier to Clearly.
- The Training budget line will decrease since Lyla will be done with the public library administrator's program.
- The Utility budget line will decrease slightly since there was an overestimate last year due to the volatility of the electric and gas bills at that point in time.
- An increase in the Window Cleaning budget was added to clean the chairs in 2025.
- Medical and Dental insurance is still unknown and is estimated. The town will fill this in as well as some of the other lines such as the insurance, bookkeeper and workers' compensation.

Motion was made to accept the 2025 Budget of the Mendon Public Library for \$415,617 as presented.  
Motion: Mary McCabe Unanimously Approved

**Policies Committee:** (Lyla Grills)

Nothing to report.

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

No changes were made with the Long-Range Plan document.

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

Only four responses from the survey. Two responses did not have a foundation and one had a positive opinion and one had a negative. At the last meeting it was determined the survey was to be sent out again. Lyla will summarize any verbal or email responses that were given or resend the survey. The Committee will discuss with The Friends the opportunity of partnering with a foundation.

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

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

- The Friends of have a new President, Mary Church. An Annual Appeal has been sent out with an expanded mailing list based on the tax roll information.
- The 2024 Summer Reading Program started last Tuesday. Kelly has planned over 70 programs. Our new clerk is doing a preschool story time during the summer. This year we are using a new process of using library made passports to track reading.
- The teen center opening is rescheduled to Thursday July 11 at 1:30pm due to a conflict with Assemblymember Lunsford. Manga books were purchased from the grant to add to the teen corner as well as bubble tea for the opening.
- The wooden furniture in the library is being refinished with financial support from The Friends. One of the study room tables has been completed and the table and chairs in the non-fiction room are currently being refinished. The table in the children's area will be worked on next.
- The Village has listed for sale the Critics Diner parcel and the parcel that is adjacent to it. The adjacent parcel is directly in front of the library and currently has some grass and parking area. The library only owns a very small area in front of the building.
- The visits to the library are at the pre-pandemic levels. MCLS started automatic renewals and show an increase in the hard copy circulation on a magnitude of 30%.
- Lyla will be on vacation for 2 weeks in August. Plans were made for Mary, Kelly and Lisa to fill in with various aspects during this time.

**OLD BUSINESS**

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

The AV portion of the grant is on hold until the fall.

**NEW BUSINESS**

**2025 Library Budget:** (Lyla Grills)

This topic was discussed previously in the meeting and draft budget approved.

**Telephone System:** (Lyla Grills)

This topic was discussed previously during the budget discussion.

**Public Comment:** Danny commented that only way to control the development of a parcel of property is to own it.

Regular Meeting adjourned at 8:18pm.