

Mendon Public Library Board of Trustees Meeting
March 1, 2021 via Zoom Software
7:00 p.m.

Approved

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

Absent: Tom Ochsenhirt

Others present: Lisa DeClerck (Interim Director), Lisa Reniff (Recording Secretary), Danny Bassette

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

Public Comment: *none*

Town Report: (Cynthia Carroll) Cindy was unavoidably called away before the Town Report.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees Meeting on February 1, 2021.

President Report: (Cristina Romig)

Laurie Guenther requested an extension of her medical leave through the end of June, using her accrued sick time. She will continue to spend a few hours a week at the library on a volunteer basis. Lisa DeClerck did not wish to extend her time as Interim Director past the end of March, as originally offered, due to family commitments. Cristina made many inquiries regarding the filling this short term position and has a possible qualified, internal candidate. If it becomes necessary to fill the directorship, a full search will be performed with appropriate vetting and interviewing committees comprised of a composite of library stakeholders.

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 March 1, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-03-21 through 2021-03-32 in the amount of \$4,099.18.

Corresponding Secretary: (Alison Zero-Jones)

Alison met with Kelly to brainstorm the ideas for the Summer Reading Program.

Alison will contact Anne Marie Gordon, Past Corresponding Secretary, regarding the status of the MPL Strategic Plan update and will formulate a path forward for the board to work on this document.

Director's Report: (Lisa DeClerck, Interim Director)

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

- The Friends are donating \$2,700 for DVDs to help offset the Library's funding issues.
- The MPL Wish List was distributed and discussed. The list is has been quite static for a number of years.

It was MOVED, SECONDED, and CARRIED to approve the MPL Wish List.

- The MPL Annual Report is almost complete. Lisa Arnold has done an excellent job creating a very pleasing and informational document.
- The staff continues to do a wonderful job keeping the library clean and safe during the pandemic.
- Kelly gave a presentation to the Kiwanas Club, highlighting the Library mission and current activities.
- There were a couple virtual programs hosted by the library and plans are underway for the summer reading program. This year, there are many things to consider in creating programs during the pandemic.
- Pick up and drop off of books at Pinehurst has been revived by Lisa DeClerck.
- The Friends are making book-themed masks to sell and are getting ready for a Spring Flower Sale.

NEW BUSINESS

NYS Annual Report:

The NYS Annual Report was distributed via email to the Board of Trustees prior to the meeting.

It was MOVED, SECONDED, and CARRIED to approve the MPL Annual Report to NYS including the date of March 1, 2021 as date of approval.

Interim Director:

As discussed earlier, an internal candidate was identified by Cristina Romig to take over the Interim Directorship. The candidate's qualifications were discussed, and it was overwhelmingly felt she was an excellent choice for the interim period.

It was MOVED, SECONDED, and CARRIED to approve Katrina Allen as Interim Director, starting April 5, 2021 to June 30, 2021 at \$25 per hour for a maximum of 20 hours per week.

Meeting adjourned at 7:34pm.

**Financial Report
Mendon Public Library Board of Trustees**

Meeting Date: 3/1/2021
Final Approved Report:3/1/2021

LIBRARY OPERATING FUNDS

Account Transfers: n/a

Payment of Claims:

Voucher 2021-03-21 through 2021-03-32 for a total amount of \$4,099.18.

Acceptance of Deposits:

| Date | Memo | Check | Amount | Deposit |
|------------------|---|--------------|---------------|------------------|
| 2/11/2021 | Cash Register Deposit | | | \$ 297.85 |
| | Cash register deposit for period ending 2/3/21 | Cash | \$ 198.95 | |
| | Cash register deposit for period ending 2/10/21 | Cash | \$ 98.90 | |
| 2/25/2021 | Cash Register Deposit | | | \$ 230.90 |
| | Cash register deposit for period ending 2/17/21 | Cash | \$ 98.65 | |
| | Cash register deposit for period ending 2/24/21 | Cash | \$ 132.25 | |
| | Total: | | | \$ 528.75 |

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 | 1/31/2021 | \$ 5,672.85 | 2/10/2021 |
| M&T Savings Account | 1/31/2021 | \$ 2,666.78 | 2/10/2021 |

Acceptance of Deposits: n/a

Payment of Claims: n/a