

**Mendon Public Library Board of Trustees Meeting**  
**April 5, 2021 via Zoom Software**  
**7:00 p.m.**

**Approved**

**Present:** Nipa Armbruster, Craig Moscicki, Cristina Romig (President), Alicia Zysman-Cromwell, Alison Zero Jones

**Absent:** Tim Boldt, Tom Ochsenhirt

**Others present:** Katrina Allen (Interim Director), Lisa DeClerck (Past Interim Director), Cynthia Carroll (Town Board), Lisa Reniff (Recording Secretary)

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

**Public Comment:** *none*

**Town report:** (Cynthia Carroll)

- Kellie Parmelee started as the new Town Finance Officer in March.
- The Town established a Citizens Advisory Committee to explore memorial possibilities to honor the three service men who perished in the National Guard Helicopter crash. This 11 member committee is charged with presenting these options to the Town Board with Cindy and Tom DuBois representing the Town.
- The Town Board adopted the Town of Mendon Public Health Emergency Plan as required by the state.
- All town meetings will have both in person and remote options. The remote attendance instructions will be advertised. It was noted that remote attendance is an advantage for many beyond the current Covid concerns.
- Brush pick up for the Town will begin on Monday April 26th.
- The new electric car chargers installed at the library have only received positive comments to all involved.

**Approval of Minutes:**

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

**President Report:** (Cristina Romig)

Cristina met with Laurie Guenther, MPL Director, regarding her medical leave of absence. Laurie will make a decision soon regarding the end of her leave and possible return to the library

by the end of June. Laurie had expressed her great appreciation for everyone's support during this time.

**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 April 4, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-04-33 through 2021-04-48 in the amount of \$3,844.97.

A check lost in the mail was needed voiding after a replacement was sent.

It was MOVED, SECONDED, and CARRIED to approve the void Town of Mendon check 029735 to DeLage Landen Financial Services for the Xerox Lease.

Kelly purchased some children's prizes for the Summer Reading Program.

It was MOVED, SECONDED, and CARRIED to approve MPL Board of Trustees Check 425 to Kelly Paganelli for Summer Reading rewards.

**Corresponding Secretary:** (Alison Zero-Jones)

The MPL Long Range Plan files were received from the outgoing Secretary. The plans will be uploaded for all board members to access and work collaboratively. A discussion was held regarding if the mission statement should be revisited. The board reviewed the creation of the mission statement that was led by CauseWave over many evenings. Alison may give CauseWave a call to see if the statement is still relevant and ways to bring its relevance to the patrons and staff.

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

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

- A staff meeting is scheduled for tomorrow, May 6th. This is the first one since October and is very timely to address questions and concerns from the staff.
- The Library is very happy to have heard that Kelly received a Technology Grant from the Rochester Regional Library Council for \$700 to digitize 12 years of the HFL Yearbooks.
- Most MPL employees have received or are in the process of receiving the vaccine for the Covid virus, easing many concerns.
- The NYS Annual Report has been submitted with no notification of errors. The MPL Annual report is also complete and available to distribute.

- The Sentinel featured an article that thanked Anne-Marie Gordon for her service on the MPL Board of Trustees and welcomed Nipa Armbruster as a new board member.
- Kelly is continuing to host story time outdoors at the gazebo in Harry Allen Park. Two high school teens, Grace DeClerck and Nate Conner, continued their volunteer programming with a virtual science program over spring break.
- The Town Highway Department performed some spring maintenance activities; trimming trees, replacing the parking lot curbs and bringing out the picnic tables.
- The Friends are purchasing three ukuleles for use in some fun new programming.
- A Flower sale to benefit the Friends of the MPL is in progress.

## **OLD BUSINESS**

## **NEW BUSINESS**

### **Library Hours:**

Question regarding moving the closing hours later an hour with the spring and summer season was brought up in anticipation of the Staff meeting. It was felt that the 2021 budget would be able to handle the increase expense if the staff thought this was needed.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the extension of MPL open hours until 8pm Monday through Thursday pending appropriate staffing.

### **Hold Fees:**

A discussion regarding the advantages and disadvantages of reinstating hold fees. Hold fees are a good source of income for the library. Currently not many Monroe County Libraries are charging hold fees. Home school families would be impacted reinstating hold fees. A donation jar would be added to the circulation desk to facilitate donations. The jar will be stored away each night. Craig will look into the amount of hold fees typically received. The discussion was tabled until next month.

### **Covid Restrictions:**

The current restrictions regarding gathering and study rooms were revisited due to current requests. Alicia gave current medical interpretations regarding the issues.

The study rooms, if they are only occupied by one person or a family group can be unmasked can could be occupied by 2 masked people of different family groups.

If masks are worn and distance between people are observed, groups could use the library. The CDC is currently allowing 3' distance between children at school and would be a minimum that would be acceptable. The tables at the library could be assigned a occupancy number of between 4 and 6 people.

The Sumer Reading Program programs should be held outdoor and masked. The distancing might be harder to enforce with children.

**Public Comment:** None

**Meeting adjourned at 7:50pm.**