

Mendon Public Library Board of Trustees Meeting
May 3, 2021 via Zoom Software
7:00 p.m.

Approved

Present: Nipa Armbruster, Timothy Boldt, Craig Moscicki, Tom Ochsenhirt, Cristina Romig (President), Alison Zero Jones

Absent: Alicia Zysman-Cromwell

Others present: Katrina Allen (Interim Director), Emily Brincka (Recording Secretary), Cynthia Carroll (Town Board), Lisa Reniff

Meeting was called to order at 7:02 p.m. by Cristina Romig.

Public Comment: *none*

Town report: (Cynthia Carroll)

- The 11 member committee exploring a memorial to the victims of the National Guard Helicopter crash have met twice, will meet again on Tuesday.
- The Town is planning to re-open the Mendon Youth Center in the fall of 2021.
- Floral arrangements were placed on the bridge in the Mendon hamlet.
- The pothole near the Cottage Inn has been temporarily fixed; the cause was determined to be a water main break.
- The Town is considering a splash park at Semmel Road Park.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees Meeting on April 5, 2021.

President Report: (Cristina Romig)

Cristina reported the Board of Trustees is responsible for paying Laurie Guenther's insurance until she is 65. The Board will cover her currently selected platinum level of coverage.

Cristina passed along John Moffitt's compliment of Lisa DeClerck, Katrina Allen and all the library staff that has stepped in during Laurie's absence.

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.

It was MOVED, SECONDED, and CARRIED to approve the May 3, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-05-49 through 2021-05-60 in the amount of \$2,507.52.

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

It was MOVED, SECONDED, and CARRIED to approve MPL Board of Trustees Check 426 to Kelly Paganelli in the amount of \$78.15 for Summer Reading supplies.

Kirtas, Inc. scanned the latest HF-L yearbooks.

It was MOVED, SECONDED, and CARRIED to approve MPL Board of Trustees Check 427 to Kirtas, Inc. in the amount of \$583.20 for yearbook digitization taken from the RRLC Technology Grant funds.

It was MOVED, SECONDED, and CARRIED to approve the deposit of check # 90042569 from M&T Bank for \$500 for the Summer Reading Program and deposit of check # 5088 from RRLC for \$700 as a technology grant, for a total deposit of \$1,200.

Craig announced that our software license for QuickBooks expires in May. Mendon Library's license is for the desktop version and was purchased through TechSoup. The desktop version of QuickBooks 2021 costs \$150 on TechSoup, but is currently unavailable. The retail price for QuickBooks 2021 desktop version is \$900.00 . Emily will inquire if the QuickBooks 2021 desktop software will be re-stocked on TechSoup.

Craig reported that the new National Grid electricity budget amount will be \$631 per month.

M&T Bank should be calling Craig back regarding the unexpected \$12 fee on the board's savings account. Craig reported that the original charter for that account was for the interest to support library books. However, interest has only been cents per month for the last few years or more. The new \$12 fee would give that account a net reduction each month. It was suggested that perhaps this account has served its purpose and might be time to merge it with other accounts to minimize fees.

Corresponding Secretary: (Alison Zero Jones)

Alison presented an updated mission statement. More input will be gathered from library staff.

Director's Report: (Katrina Allen, Interim Director)

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

- Honeoye Falls Mendon Kiwanis donated \$100 for "Paid Reciprocal" library cards. We are working with school librarians to find suitable recipients.
- Artwork from HFLCSD students is currently on display at the library.
- Our HF-L High School National Honor Society volunteers, Grace and Nate, ran a virtual program on Facebook during spring break about making ice cream.
- Brody was the winner of the Friends Chocolate Bunny Reading Raffle. His entry was the book that 5th graders read this year: *Esperanza Rising* by Pam Munoz Ryan.
- The Rochester International Children's Festival is virtual this year. Mendon Public Library is encouraging participation, and offering the opportunity to submit a movie review to earn a chance to win a book.
- Outdoor story times are scheduled on Tuesdays through the summer at the Harry Allen Park gazebo.
- Other outside programs and self-directed adventures are being considered for the Summer Reading Program to deter large group gatherings at the library.
- Kelly held Zoom meetings to organize Summer Reading newsletters created by kids and teens.
- The Take-n-Make projects have been very popular; the next project involves planting a sunflower seed.
- Our teen volunteer, Robert Brown, has been helpful reviewing our YA and J collections.
- One of our adult volunteers, Cathy Rawlins, has helped put together the Take-n-Make craft kits, as well as review our picture book collection. Volunteer Mary Anne Magee has been instrumental in reviewing our Adult Non-Fiction collection. Volunteer Judy Plum is meeting with Kelly to plan crafts for the Summer Reading Program.
- Progress has been made on the RRLC Grant to digitize our HFL yearbooks. The scanning portion is complete. We are now working with RRLC to gather the metadata. Once this work is complete, the yearbooks will be uploaded to the New York Heritage web site.
- There were issues with the library alarm and heating systems in April. Katrina worked with John Moffitt and resolved them. One of the library thermostats was replaced.
- The Town's car charging stations in our parking lot were out of order for a day, unable to start a charge. John Moffitt contacted the supplier and they were quickly back in order.
- The library HVAC system is scheduled to be serviced by Betlem in May.

- Next staff meeting will discuss removing the plexiglass to understand how staff feels about it.
- Kelly donated a lot of the library's discarded, non-circulating Young Adult books to Industry. Industry was very thankful and expressed how appreciated the books are by the inmates.
- Last staff meeting it was agreed to extend Monday – Thursday open hours by one hour, starting June 19th, when we will also change to being closed on Saturdays.
- Hold fees will not be re-started at this time. Instead, a donation jar will be placed near circulation in hopes of gaining some revenue that way.

Friends of MPL Update:

- Friends graciously financed a Zoom account for MPL. Kelly set it up and expressed gratitude for the help it will provide in programming as well as staff, BOT and Friends meetings.
- Spring flower sale was a great success, and netted \$978.25. The Friends expressed thanks to all the staff who helped advertise and take orders.

OLD BUSINESS

Library Hours:

Extended hours will begin in June at the same time we stop holding Saturday hours.

Hold Fees:

It was decided to not re-institute hold fees at this time. Not many Monroe County Libraries are charging hold fees either.

NEW BUSINESS

SquareUp credit card reader

- To activate the SquareUp system (for accepting credit cards) some personal/home information is required as part of the banking regulations. As signers on the M&T bank account, Cristina and Craig agreed to talk more about this offline to determine who and how best to activate the SquareUp account.

Public Comment: None

Executive Session: 7:44pm – 8:02pm

The Board of Trustees acknowledged an oversight in the 2021 3% Cost of Living pay raises: Laurie Guenther was not in the group of employees receiving the increase. The Board approved the 3% COLA increase for Laurie Guenther, to be retroactive from January 2021.

Meeting adjourned at 8:10pm.