

**Mendon Public Library Board of Trustees Meeting
June 28, 2021 via Zoom Software
7:00 p.m.**

Approved

Present: Cristina Romig (President), Nipa Armbruster, Tim Boldt, Craig Moscicki, Tom Ochsenhirt, Alicia Zysman-Cromwell, Alison Zero Jones

Absent: None

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

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

Public Comment: Danny noted that Gov. Cuomo's executive order allowing remote public meetings expired on Friday. The BOT will meet in person next month.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees Meeting on June 3, 2021 and June 7, 2021.

President Report: (Cristina Romig)

The interview process for the Library Director position started today. Three candidates have been invited for an interview with the search committee. One candidate was interviewed today and will return for a second interview on Thursday at 8:00am. That interview will include the staff as well as interested BOT members and will be moderated by Lisa DeClerck a staff member with experience in human resources. Two other candidates are scheduled for a first interview Tuesday, afternoon and if the attendees at the interview feel they are acceptable, will be invited back for a similar second interview.

There were 7 people that applied and 3 scheduled to interview. The committee thought that the three invited had the best chance of being a match for our the position.

Last meeting the insurance payment for the library's retiring Library Director was approved and her final paycheck will be in payroll #14.

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 accept the corrected abstract 2021-05 which corrects the amount paid to WBMason and the total amount expended for the month to \$2,480.52.

It was MOVED, SECONDED, and CARRIED to approve the June 28, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-07-79 through 2021-07-90 in the amount of \$1,576.42 as well as expenditures for checks 430 through 433 for the Summer Reading Program.

With the payment of the Interim Director salary from the Library Assistant budget line it is necessary to transfer money into that budget line.

It was MOVED, SECONDED, and CARRIED to approve the transfer of \$6,000 from the Director budget line to the Library Assistant budget line.

Corresponding Secretary: (Alison Zero-Jones)

It was felt that the Long-Range Plan should be tabled until we have a new director and a new survey of the community and interested parties to create this document.

The MPL Vision and Mission Statement were amended at the previous Board of Trustees meeting to the following:

***Vision:** The Mendon Public Library will be an essential contributor to the quality of life in the Town of Mendon. Our library will provide life-long learning opportunities through exemplary collections, digital information resources, and opportunities to gather, discuss, learn, and enjoy.*

***Mission Statement:** To inspire and connect our community to resources and experiences that fuel imagination, curiosity, and life-long learning.*

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

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

- It was MPL's building 10 year anniversary and the Friends have decorated the library to celebrate.
- The staff is looking at t-shirts for the staff, created by the staff and funded by the Friends.
- Skyport would like to update our servers in the near future.
- The Library hours changed and extended with a positive response.
- Laurie's retirement party is going to be a small event with mostly staff attending to create an event that she would be the most comfortable. This will take place August 19th at Mendon Ponds Park. Kelly is creating a book for Laurie with a book of memories from submissions of the community.
- Summer Reading is going well. Kelly has put together a great program keeping in mind the need to keep the library at a lower density. Most of the events are taking place at various outdoor location thought the community. High School volunteers, Grace DeClerck and Nate Connor have created some great programs.
- The summer reading story time will have guest readers from the community.
- The adult Summer reading program contains crafts and a drawing for a HFMP Gift Card from the book reviews.
- The yearbook digitization is almost complete.
- The announcement regarding Laurie's retirement is going out to people connected to the library in the past and present.
- The Friends will continue to pay for the Mobil Hot Spots for another year.
- Jerry from the Town is going a great job on the outside of the building. He has fixed and replaced the lighting to LED bulbs, along with removing the carpenter bees and general gardening.
- Friends are not doing the spring appeal this year. The friends are using this time to evaluate the time and energy needed to run a fundraising campaign and well as integrating a new bookkeeper to oversee their finances.

OLD BUSINESS

Director Search:

Director search was discussed earlier. All BOT members were encouraged to attend the second interview for the first candidate on Thursday at 8am.

NEW BUSINESS

2022 Budget:

Budget discussions will look at the adequate budget levels, as well as the normal COLA increases. The budget this year will be much different than previous years with the previous salary increases given to staff, COVID expenses and Laurie's medical leave and retirement. Also previous years reduction in spending had reduced the materials spending significantly.

Public Comment: None

Meeting adjourned at 7:43pm.