

Mendon Public Library Board of Trustees Meeting
June 7, 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: *none*

Town report: (Cynthia Carroll)

- Town is hosting a recycling event
- Flower baskets and new hometown hero banners are up in the hamlet.
- Town engineers are accepting bids on the new splash park on Semmel Road. The goal is to be up and running by late Spring 2022.

Approval of Minutes:

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

President Report: (Cristina Romig)

Cristina, Alison, John Moffitt (Town Supervisor), Kelli Parmelee (Town Financial Advisor) and Kristina Conklin from Monroe County Civil Service Department met to discuss hiring a new Librarian to replace Laurie Guenther who will be retiring the end of June. The librarian position at the MPL is a competitive civil service position that must be filled off the list of people that have passed the civil service exam for Library Director I. The Board needs to canvas the top three people and all those that tied on the exam with the third position. This comprises about 26 possible candidates, many of whom have taken other jobs since this exam was administered about 20 months ago. If there are three candidates that respond that they are interested in the position, then the Board must hire someone that has responded. If there are less than three, then the Board may hire someone not listed with another set of guidelines. After discussion and review of similar positions in Monroe County and the current amount in our budget for Library Director, a range of \$50,000-60,000 was determined as the amount the Board should advertise for the Library Director position.

It was MOVED, SECONDED, and CARRIED to approve the advertisement of the upcoming open Library Director position at a salary range of \$50,000 - \$60,000 per year.

Cristina will send out the canvas letters and keep the Board informed on the responses as they come in.

The Board of Trustees interview committee will consist of Cristina, Alison, Alicia, and Nipa. Cristina has also asked some of the library staff, Kelly, Lisa Reniff, Lisa Arnold, and Lisa DeClerck if they would like to participate in the interview process. Cristina will forward the resumes to the interview committee as she receives them. As they narrow viable candidates, they will be presented to the full Board.

The Civil Service exam may be scheduled again in September, but it is unclear if it will be scheduled and if the result of that exam would lead to better candidates for the MPL library. The Board could put in a request for an exam, which the County may or may not honor.

The Board will compile questions to give to Kristina Conklin regarding the civil service process. It was thought one communication would be better than many.

It was suggested that the Board discuss what the current director's responsibilities are and what are comparable positions' responsibilities.

Cristina will contact other Library Boards that have hired recently to see if they have advice on hiring within the Civil Service framework.

Cristina will forward to the Board the draft canvas letter and send it out to the possible candidates in the next few days.

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 June 7, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-06-61 through 2021-06-78 in the amount of \$3,721.93.

It was MOVED, SECONDED, and CARRIED to accept the check from Network for Good for \$200.00.

It was MOVED, SECONDED, and CARRIED to approve MPL Board of Trustees Check #428 to Emily Brincka for reimbursement for the Quickbooks software and Check #429 to Judy Bloom for Summer Reading supplies.

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

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

- Book quarantine has been dropped allowing books to get to patrons sooner
- The staff is all vaccinated.
- A book processing team was formed to make sure all were trained properly.
- Many discarded books were given to Industry, Little Free Libraries, and schools.
- Kelly's outdoor storyline is going strong.
- Summer Reading Program is being designed to have many events in outdoor and remote locations. Kelly has been doing a great job to create the program given the constraints of this year.
- We have had some volunteers from our library working on the Rochester Teen Book Festival (online).
- Many new adult volunteers.
- Online yearbook project is progressing.
- Carpenter bees have been exterminated. Gerry from the Town has been very attentive to the grounds of the library.
- New thermostat was installed. Now everything is running smoothly
- A program on bottle rockets was run by teen volunteers, Grace DeClerck and Nate Connor.
- Friends had a great first year of the flower sale.
- In an effort to create a better separation between the library and the friends, the Friends have hired a bookkeeper.

Corresponding Secretary: (Alison Zero-Jones)

The Library mission statement was discussed and would be updated in the MPL Strategic Plan.

OLD BUSINESS

NEW BUSINESS

Credit Card:

Square requires personal information that board members considered unwarranted. The library will look for other options to accept credit cards.

Library Hours:

After review of the financial status of the library, it was determined that the library could extend the open hours for summer. The financial status and hours will be revisited in for the fall hours.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the MPL summer hours open hours 9am until 8pm Monday through Thursday, 9am through 3pm on Friday, and closed on Saturday.

Director Search:

A draft canvas letter will forward to the Board and the process will begin.

Public Comment: None

Meeting adjourned at 8:09pm.