

**Mendon Public Library Board of Trustees Meeting  
August 2, 2021, 7:00 p.m.**

**Approved**

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

**Absent:** Cristina Romig (President), Tom Ochsenhirt,

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

*Meeting was called to order at 7:00 p.m. by Alicia Zysman-Cromwell.*

**Public Comment:** None.

**Town Report:** (Cynthia Carroll)

Town Supervisor John Moffitt would like the tentative library budget by August 5<sup>th</sup>, but understands given the present circumstances if the board requires more time.

The Memorial Committee is presenting their memorial proposal to the town board for consideration.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the Mendon Public Library Board of Trustees Meeting on June 28, 2021.

**President Report:** (Alicia Zysman-Cromwell for Cristina Romig)

The 15th of July the MPL Board of Trustees met in executive session and approved a motion to offer Lyla Grills the position of Library Director with the salary of \$65,000.

The increase in salary did not necessitate recanvassing those on the civil service list, as directed by the Monroe County Civil Service and MCLS.

Cristina had lunch with Lyla and John Moffitt stopped by to offer any assistance.

Many thanks to Katrina for all the hard work she put in over the last few months as Interim Director.

John expects the Library should get reimbursed for COVID expenses in the near future.

**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 Trustees' account balances, deposits, and payments. The report is attached to the end of the minutes.

It was MOVED, SECONDED, and CARRIED to approve the August 2, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-08-91 through 2021-08-105 in the amount of \$5,037.12 as well as expenditures from the Board of Trustees account for checks 434 through 441 for the Summer Reading Program and the Director Search.

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

The Long-Range Plan will be started once the new director gets established. Causewave would be considered a good partner for determining the community goals.

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

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

- Planning for Laurie's retirement party is continuing, a small party is scheduled for August 19th 5:30-9pm. Kelly is creating a memory book with picture and memories from the community and staff. It was felt that the library should close so all staff could attend.
- Summer Reading is going very well. Many children are participating in the reading program. Kelly has done a fantastic job creating outdoor activities throughout the community for the program. There were many guest readers from the community at the weekly story time.
- New clerk starting next week, Christine LaMonica, who will work Tuesday and Thursday mornings.
- Lyla Grills will be starting as new Library Director on August 16th. Welcome Lyla.

It was MOVED, SECONDED, and CARRIED to approve the hire of Christine LaMonica as Library Clerk at \$15.50 per hour.

It was MOVED, SECONDED, and CARRIED to approve closing the library on Thursday August 19th at 6:00pm.

- The library is still waiting for the yearbooks to be uploaded to the NY Heritage Site for the grant.
- Lisa DeClerck did a wonderful job helping with the director interviews. Her professional background was a great asset in facilitating the process, and organizing the information for the board.
- Gerry from the Town Highway Dept. will power washing the building and continue to do general outside maintenance.
- The Historical Society placed a display in the library showing the town's agricultural roots.
- The socially-distanced clerk checkout workstation was moved back to its original position, since the staff is vaccinated and the separation is no longer needed.

- SkyPort IT met and reviewed their recommendations for the rest of this year and next year.
- The Friends decorated the library for the 10th Anniversary of the 22 N. Main St. building. They are also weeding the donor bricks this summer.
- Charlene Fisk took over as Treasurer for the Friends and spent much time learning the financial processes and the filing system.
- The Friends are collecting money for Adirondack chairs or a bench or a gift card for Laurie Guenther retirement gift from the community.

## **OLD BUSINESS**

### **Reimbursement of Covid Expenses:**

The status of the covid expense reimbursement was given in the President's Report.

### **2022 Budget:**

A working budget was completed and distributed. The Board felt the 2022 budget will need a significant increase due to new and previous issues. The following issues were discussed:

- Earlier this year, it was decided to move funds from the Unexpended Funds balance to Clerk Salaries budget line and to move ahead with the plan to move staff pay closer to market levels even with the current circumstances. The 2022 budget will need the Clerk Salary budget line increase included.
- The Director Salary budget line will increase in 2022 to accommodate the increased salary for the new director. The benefits budget will also need to be significantly increased to include the retiring director's medical benefits for the majority of 2022.
- The materials budget was cut multiple times to cover other deficits over the last few years and should not be sacrificed again in 2022. The average spending on materials from the Monroe County Library was given as a goal would bring the budget to previous materials budgets.
- It was felt that the budget should be created based on what is reasonably needed to operate the library.
- The number of open hours was also discussed. The Board agreed the library should be open enough to reasonably meet the expectations of the community. A goal for open hours was set at 51 hours during the week and 7 hours on Saturday.

The budget committee will meet to complete a budget and an accompanying letter for the Town. The budget and the letter will be approved at the next Board of Trustees Meeting.

**NEW BUSINESS**

**Early Closure on August 19th:**

Early closure of the library on August 19th for Laurie Guenther's Retirement party was discussed and motion approved during the Interim Director Report.

**New Director:**

Lyla Grill will be starting as new director on August 16th. Welcome Lyla.

**Public Comment:** None

**Meeting adjourned at 8:30 p.m.**