

**Mendon Public Library Board of Trustees Meeting
August 30, 2021, 7:00 p.m.**

Approved

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

Absent: Nipa Armbruster, Tim Boldt

Others present: Lyla Grills (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)

The Spray Park is approved. It is expected that construction will begin in the fall and hope will open on Memorial Day next year.

The doors on the town hall have been refinished. They need attention every 5 years due to weather.

Two new solar speed detectors were purchased that will be placed on town roads.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the August 2, 2021 Mendon Public Library Board of Trustees Meeting with addition of an attendee.

President Report: (Cristina Romig)

The Proposed 2022 Mendon Public Library Budget was sent to John Moffitt with a cover letter. John would be passing the budget on as presented to the town board for the preliminary budget.

Laurie Guenther's retirement party was a very nice event and Cristina received a thank you note from Laurie.

A new board educational program was outlined where each board member would choose a staff member to shadow and learn about the library's daily operations.

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 transfer of funds between budget lines; \$500 from Custodial Supplies (L7410.55) to Telephone (L7410.420).

It was MOVED, SECONDED, and CARRIED to approve the August 30, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-09-106 through 2021-09-117 in the total amount of \$2,807.66 as well as expenditures from the Board of Trustees account for checks 442 through 447 for the Summer Reading Program and donation deposit.

Investigation ongoing on the service charge for the BOT checking account. Initial response is that they are unaware of why the service charge is placed on the account.

The board would like to dissolve the Frank savings account. The intention of the gift was to purchase books on the interest derived on the principle. Unfortunately, the low rate of return does not fulfill the goal of the gift. If dissolved, the monies could be used toward book purchases that Eunice Frank initially wished. The town attorney and M&T Bank will be contacted regarding the legalities of dissolving the account. The history of the fund will be researched at the library.

The amount needed from the unexpended fund balance to pay for the increased new Director's salary and benefits related to the past director's retirement will be determined and sent to the Town Supervisor to be presented at the next Town Board Meeting on September 13, 2021.

It was MOVED, SECONDED, and CARRIED to approve a request to the Town Board for reimbursement from the unexpended fund balance for the items related to the interim director and hiring a new director for the current budget year.

Corresponding Secretary: (Alison Zero-Jones)

Community survey possibilities were discussed as the first step in creation of a Long Range Plan. It was thought an early 2022 would be a good timeframe for this survey. Alison will talk to Causewave about the options for the library.

It was felt that the Procurement Policy is out of date and as last updated in 2014. Lyla has looked at various library policies as examples and will contact the town regarding their policy. Alison and Lyla will continue working on creating a new document.

Director's Report: (Lyla Grills)

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

- There has been much learned in the 11 days since starting as Director. Lyla will continue to attend various meetings including the MPL Friends, MCLS Director's Council and New Director's Round Table and New Director Orientation.
- The Board is encouraged to participate in the MCLS Trustee Handbook Club this fall with Lyla.
- Kelly put on a great program this summer. The reading program focused on getting the participants out to into the community. They especially enjoyed hearing from different community leaders as part of story time. Her report is included in the Director's report.

- Patrons are courteous and compliant regarding the mask requirement of the library. John procured several boxes of masks for the library.
- The library was toured with Supervisor Moffitt and a worker's comp representative and received some safety suggestions that Lyla is taking into consideration. Storage options are being considered for items in the storage room and clean out is an ongoing process.
- Kelly has put together some programming for children and teens this fall and Lyla will now be organizing the programming for adults. Some will be associated with the Writers and Books Rochester Reads book for this fall.
- The NYLA Annual Conference is in Syracuse this year. There are topics that the BOT will find of interest.

OLD BUSINESS

2022 Budget:

As planned, the 2022 budget and letter sent to the town, needed final BOT approval.

It was MOVED, SECONDED, and CARRIED to approve 2022 MPL Budget and Letter dated August 11th 2021, sent to the Town Board.

Saturday Hours:

It was felt that opening the library on Saturday, as was originally planned, was appropriate. It was also felt that keeping Friday hours to 9-3pm and setting the Saturday hours to the same time frame was desirable.

It was MOVED, SECONDED, and CARRIED to approve fall hours starting September 18, 2021 for the MPL; 9am-8pm Monday through Thursday and 9am-3pm Friday and Saturday.

Skyport:

A proposal from Skyport's recommendations for 2021 and 2022 was distributed. SkyPort suggested the need to reconfigure the library server and would donate half of the labor cost of \$1,600. Skyport was also willing to donate a probe to remotely manage the system. There was also a suggestion of replacing a couple work stations on a scheduled basis. The managed service amount for 2022 was also given. It was noted how wonderful it is to have Skyport supporting MPL, both financially and with advice.

It was MOVED, SECONDED, and CARRIED to approve the SkyPort initiative to happen in the 2021 fiscal year as outlined in the Skyport Project Summary.

NEW BUSINESS

Carpet and Window Cleaning:

Carpet and window cleaning is needed since it has been 2 years since it was previously done. Multiple quotes need to be gathered for the carpet cleaning. Updating the procurement policy would help in this effort. The town will be contacted to see if any consolidation of services can be created for more cost effectiveness.

Public Comment: None

Meeting adjourned at 8:08pm.