

**Mendon Public Library Board of Trustees Meeting  
October 4, 2021, 7:00 p.m.**

**Approved**

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

**Absent:** None

**Others present:** Lyla Grills (Director), Cynthia Carroll (Town Board), Emily Brincka (Recording Secretary)

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

**Public Comment:** None.

**Town Report:** (Cynthia Carroll)

Tentative Town budget was approved. The budget will go to a preliminary hearing on October 18<sup>th</sup>, with no signs that it won't be approved.

The spray park ground breaking is scheduled for October 16, 2021 with an expected opening date is Memorial Day weekend, 2022.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from August 30, 2021 Mendon Public Library Board of Trustees Meeting.

**President Report:** (Cristina Romig)

Cristina shared her excitement that the 2022 library budget was approved. Cristina also encouraged board members to arrange a time to shadow library staff to better understand 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:

\$2,600 from Clerks (L7410.100) to Library Assistant (L7410.160)  
\$2,000 from Tapes (L7410.407) to Youth Books (L7410.401)  
\$110 from Publicity & Printing (L7410.426) to Mileage/Dues (L7410.427)

It was MOVED, SECONDED, and CARRIED to approve the October 4, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-10-118 through 2021-10-132\*\* in the total amount of \$10,944.12; as well as weekly cash deposits on 9/9/2021 of \$387.00, on 10/4/2021 of \$514.85, and on 10/4/2021 the State Aid deposit for 2021-2022 of \$2,353.00.

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

Alison reminded the board that the call with Causewave regarding a potential community survey will be on October 19.

Alison also announced that the Trustee Book Club will hold their next Q&A sessions on 10/19, 11/16 and 12/14 at 5pm-6:30pm.

**Director's Report:** (Lyla Grills)

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

- Lyla met with staff and other key players in the library and community to learn what is important to them and better understand Mendon Library operations.
- Several community members expressed interest in supporting Afghan refugees. With help from Kelly, the schools, MCLS, and volunteers we hope to assist by supplying ESOL materials for adults and children.
- Lyla fulfilled her objectives of taking over the adult book ordering and the adult program planning. There are a number of new events scheduled for November and December.
- Children's programming is continuing to go very well, with good attendance and enjoying the social interaction.
- Lyla reported some facing stones came off the building and Supervisor Moffitt was notified. He will find someone to repair the wall before winter.
- The Sentinel published 2 nice articles: on 9/9/2021 about Laurie's retirement, and on 9/23/2021 to welcome Lyla as the new director.
- One clerk has decided to retire so we are posting a position for a new clerk.

- The building's windows and floors have been professionally cleaned.
- It is National Friends of Libraries week October 17-23, 2021. We are planning a press release and recognition at the next Friends meeting on October 12<sup>th</sup>.
- The original Overdrive app will be discontinued in early 2022. The Libby app will become the recommended app at that time.
- The board was posed with the question if they would like to have a liaison from the Friends of the Mendon Public Library (and vice versa) to attend each other's meetings to increase communication between the groups.
- Lyla would like to request from the Board of Trustees to close the library on Friday November 5, 2021 for a staff training day. Lyla has arranged for the Head of Circulation for MCLS to speak to the group. There will also be discussions on publicity, processing and ways to standardize some of the library procedures.
- The library is participating in "The Great Giveback" with several crafts that patrons can complete and will then be donated.
- There continue to be volunteers helping to review our collections. They also assist with shelf reading, DVD cleaning and craft assembly.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **Program Fees:**

Lyla proposed moving away from charging any fee for programs. A discussion was held regarding ways to subsidize programming. It was suggested this might be a good place for The Friends to contribute, especially since the operating budget for "Visiting Artists" cannot be used for food or materials.

### **Staff Training Day:**

Lyla requested approval to close the library for a staff training day on Friday November 5. It was **MOVED**, **SECONDED**, and **CARRIED** to approve closure of the library on Friday November 5 for the purpose of staff training.

**Supplementary Materials:**

A special fund being offered through Friends and Foundation of Rochester Public Library was discussed.

**Discards:**

Lyla presented a list of hardgoods that she deemed eligible for discard. It was **MOVED**, **SECONDED**, and **CARRIED** to approve the discard list presented October 4, 2021, for proper recycling and/or disposal.

**Meeting adjourned at 7:58pm.**