

**Mendon Public Library Board of Trustees Meeting
December 6, 2021, 7:00 p.m.**

Unapproved

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

Absent: Alicia Zysman-Cromwell

Others present: Lyla Grills (Director), Cynthia Carroll (Town Board), Lisa Reniff (Recording Secretary)

Meeting was called to order at 7:05 p.m. by Cristina Romig.

Public Comment: None.

Town Report: (Cynthia Carroll)

- The Town Board voted on a local accommodation law and consumption law.
- The End of the Year Town Board meeting will be on December 29th, 2021 at 4pm.
- The Veteran's Day Lunch was held at the community center with good success.
- The Town Board will serve hot chocolate and cookies again this year at the annual HF Christmas Parade.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the November 1, 2021 Mendon Public Library Board of Trustees Meeting.

President Report: (Cristina Romig)

John Moffitt, Town Supervisor, did reach out to Cristina regarding the interview process of the one applicant for the open Board of Trustee's position. The applicant's application looks very promising.

The Town Board needs to approve the new Trustee and the officers for 2022 at their first meeting in January. This must occur before they can vote at the MPL BOT Meeting therefore the first library board meeting should be on or the week after the town meeting.

Cristina wishes a farewell as the last President's report of her tenure as President.

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 following transfer of funds:

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Clerks	7410.110	\$ 4,000.00	Tech Services	7410.210	4,000.00
Clerks	7410.110	800.00	Hardware	7410.230	800.00
Clerks	7410.110	1,600.00	Database Subscriptions	7410.405	1,600.00
Periodicals	7410.404	300.00	Database Subscriptions	7410.405	300.00
Recordings	7410.406	2,000.00	Database Subscriptions	7410.405	2,000.00
Visiting Artist	7410.409	500.00	Database Subscriptions	7410.405	500.00
Equipment Repair	7410.430	600.00	Building Maint/Repair	7410.460	600.00
Utilities	7410.450	900.00	Office Supplies	7410.410	900.00
	Total	\$ 10,700.00		Total	\$10,700.00

It was MOVED, SECONDED, and CARRIED to approve the December 6, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-12-149 through 2021-12-175 in the total amount of \$28,305.88.

The dissolution of the Frank Savings Account continues to be explored. Documentation was found that 3% of the principle could be used for purchase of materials. Craig will contact M&T to inquire what distributions have taken place on this account and calculate what amount can be spent at this point in time.

M&T will also be questioned regarding the ongoing service charge for the BOT checking account.

A Year End Meeting of the BOT President, Treasurer and Director will be held on the morning of December 22nd to approve remaining vouchers for 2021.

Secretary: (Alison Zero Jones)

To reach the goal of completing the MPL Long Range Plan, the library is moving forward with the survey facilitated by Causewave. This will help reflect community needs giving input toward the library's long-range plan. A proposal with a timeline was signed and they will analyze the results and give next steps. A meeting with a Causewave representative will happen on either December 16th at 2pm or December 17th at 9am, 11am or 2pm. Alison invited all Board Members with an interest to attend. Small scale focus groups may be added to the input for the Long-Range Plan, representing different areas of interest: Trustees, Town Officials and employees, Library staff, Friends of the MPL, etc. The timeframe of completing the Long Range Plan is this fall.

Friends: (Lyla Grills)

The next meeting is on December 14th at 6:30pm.

Director's Report: (Lyla Grills)

Lyla expressed gratitude to serve as Library Director for MPL.

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

- New staff member Matt Filipski is coming already well trained to our library having previously worked at Henrietta Public Library.

- A children's magic show will be held on Saturday December 11th. This will be the first large indoor program with a maximum of 50 children and adults. Thought has been given to space out the participants.
- The Friends decorated the library for the winter holidays.
- There will be a public presentation for the Bird Feeder Program supported by St. John's Episcopal Church and The Friends of the MPL. The Bird House will be doing a presentation 'Backyard Birding'. Lyla was encouraging Trustees and anyone interested to attend.
- Adam Traub, Associate Director of MCLS, has taken a new position as Director of Webster Public Library. There is no successor to Adam at this time.

OLD BUSINESS

Trustee Vacancy: Previously discussed.

Causewave Survey/Long Range Plan: Previously discussed.

NEW BUSINESS

2022 Officers:

It was **MOVED, SECONDED, and CARRIED** to appoint the following officers for 2022:

President: Alison Zero Jones

Vice President: Tom Ochsenhirt

Treasurer: Alicia Zysman Cromwell

Secretary: Nipa Armbruster, conditional on the appointment to the board by the Town of Mendon at their January 3rd Meeting.

New Hire:

It was **MOVED, SECONDED, and CARRIED** to approve hiring Matt Filipski as Library Clerk at rate of \$15.00 per hour.

It was suggested that staff be individually invited to the board meetings, to facilitate the boards familiarity with the staff and their duties.

2022 BOT Meeting Dates:

It was **MOVED, SECONDED, and CARRIED** to approve the following MPL Board of Trustee meeting dates for 2022:

Monday, January 10th, 2022

Monday, February 7th, 2022

Monday, March 7th, 2022
Monday, April 4th, 2022
Monday, May 2nd, 2022
Monday, June 6th, 2022
Monday, June 27th, 2022
Monday, August 1st, 2022
Monday, August 29th, 2022
Monday, October 3rd, 2022
Monday, November 7th, 2022
Monday, December 5th, 2022

2022 MPL Library Close Dates:

It was MOVED, SECONDED, and CARRIED to approve the following MPL Close Dates for 2022 including a change of staff meeting date from May 6 to May 13.

Saturday, January 1st	New Years Day
Friday, February 4th	Staff Training Day
Saturday, April 16th	Easter Weekend
Friday, May 13th	Staff Training Day
Saturday, May 28th	Memorial Day Weekend
Monday, May 30th	Memorial Day
Monday, July 4th	Independence Day
Friday, August 5th	Staff Training Day
Monday, September 5th	Labor Day
Friday, November 4th	Staff Training Day
Wednesday, November 23rd (close early @ 1pm)	Thanksgiving Weekend
Thursday, November 24th	Thanksgiving
Friday, November 25th	Thanksgiving Weekend
Saturday, December 24th	Christmas Eve
Monday, December 26th	Christmas Weekend
Saturday, December 31	New Year's Eve

Review of 2022-2024 MCLS DOU:

The current Document of Understanding was reviewed.

Farewell to outgoing Trustees and Officers:

Craig Moscicki was honored for his many years of service on the Board and as Treasurer. Cristina was also applauded for her many hours this past year as President dealing with Covid issues and the unexpected medical leave, retirement and hiring of the library director. She will be stepping down from President role but continuing as a trustee.

Public Comment: None

Meeting adjourned at 8:08pm.