

**Mendon Public Library Board of Trustees Meeting
November 1, 2021, 7:00 p.m.**

Approved

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

Absent: Alison Zero Jones

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 to accept the Preliminary 2022 Budget as the Final 2022 Budget.
- The Town Board meeting on November 8th was moved to November 15, 2021 due to the Veteran's Day events.
- A veteran's lunch at the community center will be hosted by the town will occur after the Veteran's Day ceremony in the village.
- The ground breaking for the splash park was a success.
- Physical stress report for the town came back positive from the NYS Comptroller's Office

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the October 4, 2021 Mendon Public Library Board of Trustees Meeting.

President Report: (Cristina Romig)

The Trustees Handbook was promoted as a good resource for all Trustees to have for a reference and lays out the expectations of the position. The handbook is available on line. The MCLS Trustee Handbook Club sessions were recorded and are also available online.

Next meeting the board will vote on the executive positions for 2022. The positions of President and Treasurer will need to be filled. Craig Moscicki and Nipa Armbruster's terms are expiring the end of the year. Nipa will return for a full term and Craig will not be returning, leaving an open position on the board.

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.

A correction of the transfer of funds was made from last month's meeting. The transfer of funds from the Postage to Mileage/Dues Budget Line could not be processed and was removed.

It was **MOVED, SECONDED, and CARRIED** to approve the corrected transfer of funds from the October 4, 2021 meeting between budget lines; \$2,600 from Clerks (L7410.100) to Library Assistant (L7410.160) and \$2,000 from Tapes (L7410.407) to Youth Books (L7410.401).

It was **MOVED, SECONDED, and CARRIED** to approve the transfer of funds between budget lines; \$75 from Publicity and Printing (L7410.426) to Mileage/Dues (L7410.427) and \$300 from Window Cleaning (L7410.473) to Telephone (L7410.420).

It was **MOVED, SECONDED, and CARRIED** to approve the November 1, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-11-133 through 2021-11-148 in the total amount of \$9,202.05.

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.

Friends: (Charlene Fisk)

Charlene introduced herself as the Treasurer of the Friends of the Mendon Public Library.

The Friends have been spending some time with training and reviewing their organizational structure. The Friends are working on a Memorandum of Understanding between the Friends and the Library and set up policies and procedures to create clearer working relationship with the Library. The Friends are planning to support the library through a budget for programing that will be used throughout the year. Tom is now the liaison from the Board to the Friends.

The Friends are currently doing a membership and donation drive. They have decided not to do an annual appeal this year due to lack of purpose for the funds and time needed for restructuring. The United Way's ROC the Day a community wide giving event is coming up on Thursday, November 30.

This summer much time was spent organizing the Friends files.

Director's Report: (Lyla Grills)

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

- The Library is now doing online registration using LibCal registration service allowing greater access to patrons. The program will send email reminders, allows cancelations and will fill in patrons off a waitlist.

- A new program is being developed, Citizen Science Bird Feeder Watch Program. This will be registered with Cornell's Feeder Watch Program where volunteers count the number of birds at the feeder. It was thought that it would bring people in a staggered fashion.
- The sprinkler system has been malfunctioning and the part will be replaced in the coming week. Lyla would like to conduct a review of the physical building systems, possibly with the town engineer or the architect of the building. Lyla would include the town and the Trustees in that review.

OLD BUSINESS

NEW BUSINESS

Long Term Planning Survey:

Alison, Alicia, Cristina, Kelly and Lyla had a meeting with Causewave to discuss the purpose of a community wide survey to assess the community needs for long term planning. Lyla felt it was important to ask what aspects are needed by the community versus what the community felt the library needs.

Causewave shared the Mendon patron results from a survey that was performed for the whole Monroe County Library System this summer. There were many positive comments regarding the library and staff. Some of the responses indicated need of weekend hours and a meeting room. There were both favorable and unfavorable comments regarding availability and ease of acquiring materials. The timing of the survey during the restrictions of the pandemic and summer hours may have had some bearing on the results.

Causewave works at a very subsidized price for the library system, a survey would cost under a thousand dollars. The RRLC provides grants toward the cost of using Causewave in March. This would push the survey back toward summer. It was felt that spending the thousand Lyla will contact Causewave to discuss the survey and if it is felt that library should move ahead approval will be made at the next meeting.

The committee for the Long Range Planning was discussed. Lyla felt that a few members of the Board and a member of the Friends should be involved in a committee.

Copier Replacement:

A distribution of quotes for a new copier lease was distributed. The current copier's lease ends in February. The current company has the lowest price and the staff has been happy with the service.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the BXI Consultants copier quote for \$212.03 per month for 60 months.

Trustee Vacancy:

Nipa and Craig's terms end in December. Nipa has indicated to the town that she wishes to continue on the board with a new term. Craig will not be returning to the board. Since Craig is leaving at the end of his term the town will appoint the replacement. The town supervisor will be contacted to determine the procedure and involvement for advertising, interview and selection process. It was felt advertising for the position should begin as soon as possible.

End of Year Budget:

There is a revenue shortfall due to elimination of hold fees and continued reduction of fines. This shortfall will be made up by the ARPA reimbursement funds for COVID expenses and the over budgeting of the Medical and Dental budget line. The 2021 budget should be able to absorb the SkyPort server and managed services for 2022.

Open Meeting Law:

New changes in the Open Meeting Law requires that the documents distributed at meeting need to be posted on the organizational website at least 24 hours in advance. MPL will be posting the documents on Friday before the meeting.

Trustee eMails:

A discussion over the use of personal emails and possible distribution of emails by MCLS. It was felt that a separate email should be used for library matters.

Public Comment: None

Meeting adjourned at 8:08pm.