

**Mendon Public Library Board of Trustees Meeting  
January 10, 2022, 7:00 p.m.**

**Approved**

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

**Excused:** Nipa Armbruster

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

*Meeting was called to order at 7:05 p.m. by Alison Zero Jones.*

**Public Comment:** None.

**Town Report:** (Cynthia Carroll)

- The Town Board held a public hearing and voted down cannabis sales within the Town of Mendon excluding the Village of Honeoye Falls at the December 13th meeting. The Village of Honeoye Falls has approved the sale of cannabis within the village.
- The Town held the end of year meeting on December 29th, 2021 and an organizational meeting on January 3rd, 2022.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the December 6th, 2021 Mendon Public Library Board of Trustees Meeting as amended to clarify the town report.

It was MOVED, SECONDED, and CARRIED to approve the minutes from the December 22nd, 2021 Mendon Public Library Board of Trustees Meeting.

**President Report:** (Alison Zero Jones)

Cristina was applauded for her work over her tenure as president especially after the challenging events of the past year.

Lyla held a well-attended program incorporating the new birding program at MPL and a speaker from the Bird House.

Alison and Supervisor Moffitt have met with both Board of Trustee Applicants. They both brought many positive qualities that would be beneficial to the being on the BOT. A new trustee will be appointed at the next Town Meeting on January 24th, 2022.

The work on a community survey with Causewave is continuing. Kelly Paganelli and Lyla are helping craft the questions that will be tailored to our library and community. The survey will be sent out January 20th with an email list provided by the library. Lyla has meet with the publicity team to strategize the message and how we are spreading the information. It was suggested that the library contact The Sentinel regarding an ad for the survey.

The Trustee handbook club is continuing and very helpful. The next one is set January 18th at 5pm and all trustees are encouraged to attend.

**Treasurer's Report:** (Alicia Zysman-Cromwell)

The Financial Report of the MPL Board of Trustees was distributed for both the previous meeting held at the end-of-the-year for payment of bills on December 22, 2021 and today's January 10, 2022 regular meeting of the BOT. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustee's account balances, deposits, and payments. The reports are attached to the end of the minutes.

It was **MOVED, SECONDED, and CARRIED** to approve the account transfer of funds as list in the December 22, 2021 Financial Report for total of \$1,300.00.

It was **MOVED, SECONDED, and CARRIED** to approve the December 22, 2021, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2021-12b-176 through 2021-12b-185 in the total amount of \$4,247.08.

An account transfer needed to be made regarding the 2021 fiscal year.

It was **MOVED, SECONDED, and CARRIED** to approve the account transfer of funds for 2021 Fiscal Year as list in the January 10, 2022 Financial Report for total of \$220.00

It was **MOVED, SECONDED, and CARRIED** to approve the January 10, 2022, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2022-01-1 through 2022-01-7 in the total amount of \$1,259.94 with the abstract amended to correct a correct budget account.

Alicia will communicate with Craig regarding the status of the improper monthly bank account fees, signature card requirements at the bank and a possible account that was set up at M&T for acceptance credit card funds.

**Seceretary:** (Alison for Nipa Armbruster)

Nipa looking into the details of the rules and responsibilities of the Trustees.

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

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

- December programing started out on a positive note with a well-received children's magic show. This was one of first indoor programs. The various story times, Girl Scout presented Game Day and Digital Photography programs were also very popular. The Friends will be supporting much of the programing this coming year.
- Covid became problematic at the end of December, programs needed to be cancelled and staff absences became frequent with many needing to stay home. Staff have been willing to fill in for others when necessary so the library did not need to close or shorten hours. Lyla previously distributed the Public Health Emergency Policy to the Board.
- The proximity of the computers to each other is problematic especially due to Covid issues. Lyla will be looking into a solution in the future and was wondering if ARPA funds could be used.
- The need of a sink for the staff in regards to covid safety was discussed. The possibility for a sink has been investigated in previous years as the need well established. Previous engineering consultations rendered the idea of a sink in the utility room or back entrance as too expensive. A previously determined less expensive alternative for a sink was locate it above the floor sink in the custodial closet. ARPA funding was also raised as a solution.
- MCLS is offing discounted replacement network equipment this spring. Lyla will review the library needs with Dan from SkyPort to see if the library should participate in this program.

- An increase in people entering libraries to challenge their First Amendment Right to film has been noticed and reported in a library publication. This article as well as MPL's policies regarding conduct and electronic use have been placed for staff to read.
- 2021 Circulation statistics showed an increase of 23% but was hard to draw any conclusions due to the unusual circumstances for the past 2 years.

## **OLD BUSINESS**

**2022 Budget:** The 2022 budget was distributed for discussion. It was felt the increase in materials budget was greatly appreciated by the patrons.

## **NEW BUSINESS**

### **Pre-pay of Contractual Agreements:**

It was MOVED, SECONDED, and CARRIED to approve pre-payment of all contractual obligations for 2022.

### **Mileage Reimbursement:**

It was MOVED, SECONDED, and CARRIED to approve mileage reimbursement rate of 58.5 cents per mile for 2022 based on the IRS 2022 rate.

### **Conflict of Interest:**

Trustee conflict of interest statement forms were distributed for the Trustees to fill out.

### **COVID:**

Discussed previously in the meeting.

### **Committees:**

The reinstatement of standing committees was discussed. It was decided given the small size of the board, that ad hoc committees were best since the fluctuating time constraints of individual board members. Also, in-place of standing committees, any questions from Lyla can be emailed to the entire board and they can answer independently or researched in advance of the BOT Meeting.

### **Director Reviews:**

The new directors 6 month and annual review structure and process were discussed. Alison will contact to MCLS to get information or examples of the format for a new directors review and annual review. The new director review will be held by mid-February with those board members that wish to participate.

**Public Comment:** None

**Meeting adjourned at 8:08pm.**