

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

**Approved**

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

**Excused:** Tim Boldt

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

*Meeting was called to order at 7:01 p.m. by Alison Zero Jones.*

**New Board Member:**

New Board Member, Tom Dooley was introduced to the Board. Tom grew up in Rochester and received his BS in Mathematics. While he taught for a couple years, most of his career was in project management working at Frontier and retiring from Excellus in 2018.

**Public Comment:** None.

**Town Report:** (Cynthia Carroll)

- The most recent meeting the town approved the library's new trustee, Tom Dooley.
- The Highway Department has been doing a great job plowing during the current bad weather.

**Guest Staff Member:** Barb Altonberg joined the Board and described the circulation areas that she focused on during her work hours, overseeing much of the collection. Barb has been with the library for 21 years. She previously worked concurrently in the HFL High School Library before retiring from there.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the January 10, 2022 Mendon Public Library Board of Trustees Meeting.

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

Alison has been working with the board and staff to collect feedback regarding the new library director. Alison and Alicia will be meeting with Lyla on Friday for her 6 month review.

Setting up the Trustee's bank accounts with M&T for the new Treasurer and President along with sorting out the different accounts was accomplished. Alicia will go into more detail regarding this topic.

Nipa and Alison have been working on the process of onboarding of new trustees to the board. She is making sure that there is a good process set up.

The CauseWave survey is ongoing. We currently have a large number of respondents, 230, although a large number did not finish the survey. CauseWave indicated that incomplete surveys would allow information to be gathered.

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

The Financial Report of the MPL Board of Trustees was distributed for the February 7, 2022 meeting. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustees account balances, deposits, and payments.

It was MOVED, SECONDED, and CARRIED to approve the February 7, 2022, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2022-02-8 through 2022-02-21 in the total amount of \$6,122.15.

It was MOVED, SECONDED, and CARRIED to approve the vouchers 2022-02-8 through 2022-02-21 in the total amount of \$6,122.15.

It was MOVED, SECONDED, and CARRIED to approve the deposits of \$ 1,586.59 that constituted fees and fines collected at the library and MPL portion of online fines collected via MCLS's website.

The balances for the BOT accounts and were reviewed.

Alicia and Alison clarified with M&T the BOT accounts and placed their names as new president and treasurer as signatories on the accounts. A BOT account that was opened this summer for the use of a credit card was closed since using the Board decided not to use Square. M&T may be able to provide a credit card reader at no cost or fees due to our nonprofit status. Any money received via a new credit card will need to go into the town's fund. Alicia will look into implementing this action.

It was MOVED, SECONDED, and CARRIED to go forward with opening an account at M&T Bank for credit card usage at the library assuming there are no fees for the library.

**Corresponding Secretary:** (Nipa Armbruster)

Nipa has been attending to the Trustees Handbook Book Club Webinar. This webinar allows discussion on topics of trustee responsibilities. A link was sent via email with a link and three page summary of what is required of trustees and other links. Lyla had previously offered a hard copy to anyone that desired one.

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

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

- Covid absences among the staff have decreased. Prompted by staff inquires, the regulations regarding payment of staff during COVID absences was researched. After conversations with the Town and the State it was verified that the library did not need to pay for COVID absences.
- We were closed on January 17th due to severe weather. Questions regarding staff pay when the library closes with short notice were addressed. According to the current policy, staff only need to be paid if they are sent home mid-shift.
- Staff Training Day with held on Friday, February 4th. The library was scheduled to close and use the facility for an in person meeting, however due to the weather conditions and the safety of the staff the meeting was held via zoom.

- Much time has been spent with facility infrastructure this month. The library will participate in the MCLS e-rate purchase of network switches and new wireless access points.
- The Library will be switching from our current telecommunication provider by the end of April due to Windstream's discontinuation of POTS connections that is required for the fire and security connections. The two companies under consideration are Frontier and Spectrum.
- Lyla had a meeting with Rick Milne, Mayor of Honeoye Falls, regarding the proposed new Fire Hall. The architectural drawings showed a large building that would be built along North Main Street with a parking lot behind, on the property the Village is purchasing from Critics. The current Fire Hall will be demolished and a second driveway onto Monroe Street would replace the building. The architect for new Fire Hall, HBT, is the same as was used in building the Library. Some questions and concerns about the impact of the new building being built in front of the library were raised.
- The MPL Annual Report will be released in a few weeks and the NYS Annual Report is due March 1st.
- Adult programming is focusing on 2-3 high quality programs a month. Monroe County is celebrating its Bicentennial this year and the library system is a partner. MPL will participate with some related programs and will brand and market them via the official Bicentennial channels.
- The Friends are planning a plant sale fundraiser with a pick up date of Saturday, April 30.
- NYLA State Advocacy Day is March 2nd. There is a virtual component that the Trustees were encouraged to attend.
- An increasing number of Monroe County Libraries have gone fine-free or are considering going fine-free for children's and teen books. The board discussed that the elimination of an incentive to bring books back on time could lead to a decrease in circulation and holds not being filled. The positive effect is that many libraries reported that more books were returned when there are no fines. It was also brought up that children were disproportionately affected by the fines due to the high number of books taken out and might not be allowed to use the library due to fear of fines.
- MPL will receive an annual anonymous grant administrated by Friends and Foundation of Rochester Public Library that must be spent on materials. This year's grant is for \$1,787.69.

## **OLD BUSINESS**

### **Conflict of Interest:**

The remaining Conflict of Interest statements were collected from the Trustees.

## **NEW BUSINESS**

### **Telecom Changes:**

Previously discussed.

**Update BOT Photo:**

Tabled until next meeting.

**Public Comment:** None

**Meeting entered executive session at 8:07pm**

**Meeting exited executive session at 8:30pm**

**Meeting adjourned at 8:30pm.**