

Mendon Public Library Board of Trustees Meeting
April 4, 2022, 7:00 p.m.

Approved

Present: Alison Zero Jones (President), Nipa Armbruster, Tom Dooley, Tom Ochsenhirt

Excused: Tim Boldt, Alicia Zysman-Cromwell

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

Meeting was called to order at 7:15 p.m. by Alison Zero Jones.

Public Comment: None.

Town Report: (Cynthia Carroll)

- Brush pick up will begin April 25th.
- A flag disposal container has been installed by Ben Houle for his Eagle Scout Project at the Mendon Community Center.
- The Memorial Spray Park opening has been postponed due to need to split the bids into smaller units. This will move the opening to later in the year. When it is done the park will be beautiful.
- The Mendon Youth Center opening has been delayed due to staffing issues. Lyla expressed the willingness for collaboration between the library and the Youth Center in any way. The possibility of opening in the summer was discussed and may be explored.

Approval of Minutes:

It was **MOVED, SECONDED, and CARRIED** to approve the minutes from the March 7, 2022 Mendon Public Library Board of Trustees Meeting as amended.

President Report: (Alison Zero Jones)

Alison and Lyla attended an excellent MCLS training on Intellectual Freedom and Book Challenges which highlighted the importance of having policies and procedures in place to handle these issues along with the important part the Librarian plays in interacting with the challenger.

The Board will need to create a few ad hoc committees as has been discussed earlier for the long range plan, policy review and the 2023 budget. Alison will be reaching out to all for their ability and desire to join these committees.

Pittsford has gone fine free for YA and Children's items. It was discussed the advantages and disadvantages of having no fines for Children's or YA books. This may be part of the discussion for the 2023 budget.

Treasurer's Report: (Alison Zero Jones)

The Financial Report of the MPL Board of Trustees was distributed for April 4, 2022 meeting. 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 April 4, 2022, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2022-04-37 through 2022-04-52 in the total amount of \$4,601.96.

Corresponding Secretary: (Nipa Armbruster)

The path forward for the long-range plan was discussed. It was a critical piece that was needed before many items could be addressed. Input was still needed from the BOT and the library staff regarding the library. It was felt that getting independent feedback from individuals might be the easiest way since many are part time, with a follow up meeting for those interested. Lyla will email information to the Board regarding the long range plan and have a meeting with those interested in defining the process.

Guest Staff:

Lisa Day was introduced before the board meeting started. Lisa has been working for the library for many years and recently retired from the school district. She is very familiar with many on the board and in the community from being a long term member.

Director's Report: (Lyla Grills)

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

- Town has been doing much spring clean-up. Lyla has talked to John Moffitt regarding repair of the fallen stone facade off the half wall in front of the Library.
- The telecom company has been switched from Windstorm to Frontier. Various technology issues take up much of the director's time. Currently Lyla is working on initiating the FAX capabilities on the copier, eliminating the need for the dedicated FAX machine and allowing greater patron confidentiality.
- Sadly, Lisa Arnold is resigning and will be greatly missed. Lisa has worked here for the past 16 years and has held many hats over the years and currently has been our main media person. She has been responsible for creating all of the libraries graphics and much of the libraries social media posts, with a great positive spirit with a dash of whimsy.
- Staff have been identified that can fill the graphic design and social media area needed with Lisa's departure and Lyla will be hiring a new staff member from the pool that was interviewed in November. Lyla has delved into the marketing of the library and has found some areas that can be streamlined. It was felt that acquiring Canva Pro would help streamline the process.
- The Friends are having a flower sale with various items from Chase Greenhouses. Last day to order is April 15th with pick up on Saturday April 30th.
- There have been much programming over the past month for all demographics.
- This week is National Libraries Week. The RRLC has an annual contest for Library of the Year that Lyla will be publicizing.

NEW BUSINESS

Long Range Plan:

The long range plan was discussed during the Corresponding Secretary's Report.

Policies:

A list of the library policies and the date they were last reviewed along with policies that were felt that were overdue for review, revision and possible new policies needed. It was suggested that a new policy be drafted for use of the meeting tables.

2023 Budget:

An ad-hoc committee will be formed for creation of the 2023 budget as discussed in the Presidents Report. The preliminary budget needs to be to the town in August.

Meeting adjourned at 8:20pm.