

Mendon Public Library Board of Trustees Meeting
May 2, 2022, 7:00 p.m.

Approved

Present: Alison Zero Jones (President), Nipa Armbruster, Tim Boldt, Tom Dooley, Mary McCabe, Tom Ochsenhirt, Alicia Zysman-Cromwell

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

Meeting was called to order at 7:00 p.m. by Alison Zero Jones.

Public Comment: None.

Town Report: (Cynthia Carroll)

- The town approved appointment of Mary McCabe to the MPL Board of Trustees at their last meeting, April 11, 2022. Mary was warmly welcomed.
- Brush Pick up is underway.
- Due to problems with personnel along with the lack of air conditioning in the building the town will delay opening the Mendon Youth Center until September.
- The town will be accepting more bids for the spray park at a meeting on May 31st. The spray park was delayed due to the lack of bids for some of the contracts in the last call.

Approval of Minutes:

It was **MOVED, SECONDED, and CARRIED** to approve the minutes from the April 4, 2022 Mendon Public Library Board of Trustees Meeting.

President Report: (Alison Zero-Jones)

The three ad hoc committees that were touched upon earlier were discussed in greater detail and trustees were encouraged to join one or more that would meet in the coming months. The Long Range Plan Committee is in the organizational phase. Tom D and Lyla are working together to creating a structure for this committee to proceed. The Finance and Budget Committee has a finite completion date that must be finalized by the end of August and will need to start meeting soon. Cindy will check on when the Town will like the proposed budget sent for review. The Policy Committee will also need to start meeting to review our current policies especially a handful need to be reviewed.

It was also felt that the Board should have a separate vision and scope meeting to discuss the libraries future using the survey and SOAR analysis input. This meeting will help the Long Range Planning Committee with their work. The Board will have a Vision and Scope Meeting on Wednesday May 18th at 7pm in the MPL.

Treasurer's Report: (Alicia Zysman-Cromwell)

The Financial Report of the MPL Board of Trustees was distributed for May 2, 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 vouchers 2022-05-53 through 2022-05-66 in the total amount of \$6,903.65.

It was MOVED, SECONDED, and CARRIED to approve deposits of \$2,420.79 to the library budget including both deposits of fine and fees and the FFRPL Grant.

It was MOVED, SECONDED, and CARRIED to approve the FFRPL Grant in the amount of \$1,787.69 to be included in the library budget for the purchase of materials above the already budgeted amount.

It was MOVED, SECONDED, and CARRIED to approve the acceptance of a Grant from Deric West of RICAR Supermarket of \$800.00 (CK#1076) for the Summer Reading Program to the MPL BOT account.

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)

Nipa, Lyla, Alison and Kelly met on April 14th to go over the survey results. This meeting led to the acknowledgment of a need to form of a better structure to go forward with the Long Range Plan.

Long Range Plan: (Tom Dooley)

Tom and Lyla met to discuss the what needed to be accomplished for the Long Range Plan. Lyla had provided a number of plans and processes from other libraries. Tom distributed a one page outline with possible steps that the committee could follow. The groups that committee needed input was recognized as the library staff, Friends of the Library and BOT. It was felt that there was enough input gleaned from the MPL and MCLS survey that a community focus group was not needed. A SOAR analysis will be conducted with each group either in a group setting or on individual basis witch cover various topics. It was suggested that the committee would analyze, distill the input and determine 3-5 goals for the coming years. A report would be created and delivered to the board for approval.

Director's Report: (Lyla Grills)

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

- The Library is slowly filling a hole with the social media and graphics that was left when Lisa Arnold resigned. A couple of the other staff members have taken on extra duties in this regard. A new library clerk was added as well, Carrie Petruso.
- The Friends flower sale was completed this weekend with pickup on Saturday.
- The programs over the school break that were organized by Kelly were well received. There are couple adult author visits coming up in May that Lyla is excited about. Also the Library will be working in cooperation with six smaller MCLS libraries to provide some programing. This is starting with some workshops presented by Cooperative Extension.
- The Library has been able to distribute around 200 COVID test kits over the past couple months. The town may have more that we can distribute.
- Kelly has put together a great program for the Summer Reading Program for this year.

- The Book Bike will be borrowed from MCLS for the Mendon Carnival Parade. Alison and her family will be riding the bike in the parade and others are invited to join in walking and giving out children's books.
- The library will be closed for next Friday for a staff training day. A sheriff will talk about safety and a MCLS Technology Librarian will talk about taking pictures with mobile phones. Lyla has plans to have Kelly review the SRP for this year and also have a discussion regarding the SOAR analysis of the library.

NEW BUSINESS

New Staff:

It was **MOVED**, **SECONDED**, and **CARRIED** to approve to hire Carrie Petruso as Library Clerk at the rate of \$15.00 per hour.

Summer Saturday Hours:

Lyla proposed that the library use May K. Houck Foundation Grant money that was given to the Friends of the MPL for the extension of hours to include Saturday hours in the summer. There has been survey responses that have indicated the desire for Saturday summer hours. The proposed addition of 3 hours during the school summer break would require about \$2,000.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the library being open nine Saturdays in the summer from 10am to 1pm between June 25th and August 27th, and June 18th from 9am to 3pm conditioned upon approval by the Friends of May K. Houck Foundation Grant.

Open Meetings Law:

New amendments of the NYS Open Meeting Laws were discussed as pertained to remote attendance of trustees to the BOT meetings. It was determined that it was more difficult than the benefit gained offering that option.

OLD BUSINESS

2023 Budget:

No new information was shared.

Public Comment: None

Meeting adjourned at 7:55pm.