

**Mendon Public Library Board of Trustees Meeting
June 6, 2022, 7:00 p.m.**

Approved

Present: Nipa Armbruster, Tom Dooley, Tom Ochsenhirt (Vice President), Mary McCabe

Excused: Tim Boldt, Alicia Zysman-Cromwell, Alison Zero Jones.

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

Meeting was called to order at 7:00 p.m. by Tom Ochsenhirt.

Public Comment: None.

Town Report: (Cynthia Carroll)

- A meeting between the Town, Village and the MPL Long Range Planning Committee occurred on June 1st.
- The Community Garage Sale will be on June 18th and 19th.
- Trees in the original plan on the Nextamp Solar farm are currently still missing and will be addressed by the building inspector.
- The Town is working with a grant consultant to help narrow down and find suitable grants for the town to apply.
- The spray park had a special meeting for consideration of the budget, which was approved.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the May 2, 2022 Mendon Public Library Board of Trustees Meeting.

President Report: (Tom Ochsenhirt - Vice President)

The Policy committee, comprised of Tom and Lyla identified 13 policies that have expired and needed review. The Board will review and discuss 2-3 each month for any revisions and approval. Three will be reviewed tonight.

Treasurer's Report: (Tom Ochsenhirt - Vice President)

The Financial Report of the MPL Board of Trustees was distributed for June 6, 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.

The larger than normal abstract is due in part from the payment of the cost shares to MCLS for the year.

It was MOVED, SECONDED, and CARRIED to approve the June 6, 2022, Financial Report for the Mendon Public Library Board of Trustees, which included approval of vouchers 2022-06-67 through 2022-06-84 in the total amount of \$13,378.90.

Corresponding Secretary: (Nipa Armbruster)

As part of the Long Range Planning Committee, a meeting was held with the Town and Village with a goal of getting input to the Long Range Plan and finding ways to collaborate in the future. This is part of the Long Range Planning Committees plan to get input from all stake holders in the library. Nipa and Alison will meet with the Friends of the MPL next.

Long Range Plan Committee Report: (Tom Dooley)

Input for the Long Range Plan has included the public survey, a separate board meeting, staff discussion and the Town and Village meeting. The committee will meet on June 15th to synthesize the input into 4-5 long range goals.

The Town and Village meeting included discussion of the upcoming village firehall construction. It will block the view of the Library from Main St. and Harry Allen Park and fill in some of the green space that is currently in front of the library with a driveway for the fire trucks.

One of the things the LR Planning Committee has discussed was the creation of a Foundation. This would create another funding stream that would allow an endowment option and for donation of stocks.

Policies Committee Report: (Tom Ochenhirt)

The current Policy Committee is comprised of Tom and Lyla. Three polices were put forward with possible revisions for review and approval.

Digital Display Unit Usage Policy -

The policy defines the usage of the electronic displays in the library. It was suggested that that this policy be retired due to lack of need. The aspect of using the displays for advertising was discussed.

It was MOVED, SECONDED, and CARRIED to approve the Digital Display Unit Usage Policy as amended with the last line removed.

Displays and Exhibits Policy -

The policy defines the appropriate use and procedure for displays in the Library. The policy found to be relevant and slight wording changes to be made. It was felt waiver for art work should be reviewed by the Town Attorney.

It was MOVED, SECONDED, and CARRIED to approve the Displays and Exhibits Policy with change of wording to educational and cultural interest and on condition of approval of waiver of the Town Attorney.

Printing, Scanning and Copying Policy -

The policy defines the capabilities and usage of the copier/printer/scanner and WiFi printer. After discussion of the proposed changes to clarify use of the copier and WiFi printer and rearrangement of the text.

It was MOVED, SECONDED, and CARRIED to approve the Printing, Scanning and Copying Policy as proposed with the rearrangement of the text.

Three policies were distributed for review and approval next board meeting pertaining to; Food and Beverage, Parking Lot and Public Display and Posting. Cindy will check with the Town regarding any Parking Lot Policy that the Town has or if we need to have a separate policy.

Director's Report: (Lyla Grills)

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

- Town has planted flowers in front of the library and continued to keep the grounds well maintained. The fallen stone facade off the half wall in front of the Library still needs repair and the town is looking to have a professional repair the wall.
- The MPL had a presence in the Mendon Carnival Parade with a book bike borrowed from MCLS. Lyla and Alison and volunteers walked or rode the bike and handed out books that we had been collecting from donations.
- The 2022 Summer Reading Program "Oceans of Possibilities" is starting soon with sign-ups starting June 15 and the kick-off event on June 22nd with a magician. The Salty Dog is installing a salt water aquarium with a fish naming contest. Many programs and take home craft kits have been planned with reading rewards for all kids, teens and adults. Kelly has done an outstanding job organizing all the SRP this year.
- The Library will be open on Saturday from 10am to 1pm with funding from the May K. Houck Foundation through the Friends of the MPL as a trial to see if the increased summer hours are warranted.
- A water bottle filling station/drinking fountain is a desired replacement for the current drinking fountain to increase the functionality for bottle filling. A forthcoming donation could cover the cost.
- The talk with Justin Murphy, a local author, went well with plenty of discussion.
- Staff training day occurred on May 13 with the Monroe County Sheriff talking about personal safety and Brain DiNitto from RPL talking about smartphone photography.
- Lyla was accepted into the Long Island University's Advanced Certificate Program in Public Library Administration this Fall and will be seeking reimbursement for the tuition and for travel to Buffalo a couple times per year and will be looking for funding in the 2023 budget for this item.
- A class for the Afghani refugee women will be created on computer literacy by a current staff member.
- Lyla attended a MCLS Directors Retreat on May 4th. New language has been created for the system notices to patrons. The proposed 2023 MCSL budget was presented. MCLS will be getting more money from the state that will go toward Overdrive purchases for the system. Mendon's cost shares will decrease a few hundred dollars.

NEW BUSINESS

Policies: Discussed during the Policy Committee Report.

OLD BUSINESS

Budget Committee:

The Budget Committee is planning to meet the end of June and July to prepare the budget for 2023. The committee currently has board members Mary, Tom D., Alison and Alicia.

Public Comment: None

Meeting adjourned at 8:15pm.