

**Mendon Public Library Board of Trustees Meeting**  
**June 27, 2022, 7:00 p.m.**

**Approved**

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

**Excused:** Tim Boldt

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

*Meeting was called to order at 7:04 p.m. by Alison Zero Jones.*

**Public Comment:** None.

**Town Report:** (Cynthia Carroll)

- The parking lot is considered Town property therefore the library does not need have a policy.
- The Mendon Senior Citizens group is restarting with their first meeting on June 14th.
- The Town is having a Pharmaceutical and Recycling event along with a rabies clinic on Oct 15th from 11am to 1pm.
- Town is looking for members to fill a Citizen's Advisory Committee that will be tasked with looking at the future fire service in Mendon. Interested parties should send a letter of interest to Supervisor Moffitt.
- Parking lot crack filling will take place this summer.
- The town had to approve additional budget monies to the highway department at the last meeting.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the June 6, 2022, Mendon Public Library Board of Trustees Meeting.

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

The three ad-hoc committees have been meeting and moving forward with their work. The Policy Committee is reviewing the policies at a rate of a couple a month and bringing them to the Board for consideration. Some other libraries policies were looked at and the read ability was found to be an important component. The Long Range Planning Committee is continuing its work and is in the process of writing the report. The Finance Committee is also meeting to create a budget to submit to the Board next meeting and then to the Town.

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

The Financial Report of the MPL Board of Trustees was distributed for June 27, 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 2022-07-85 through 2022-07-93 in the total amount of \$4,846.61.

It was MOVED, SECONDED, and CARRIED to approve the acceptance of deposits for to the Library Account from the cash register deposits and a deposit from the Friends of the MPL for a trial of Saturday Summer hours supported by the May K Houck Foundation.

It was MOVED, SECONDED, and CARRIED to approve a check of \$250 to Joseph Cappon.

The first budget meeting of the finance meeting will take place on Wednesday. The committee will be looking at some larger item increases such as; a merit increase in salary for Lyla as was indicated in her review, summer Saturday hours, eliminating fines for children and young adult materials, increase in training budget for continuing education as well as a larger than normal increase in wages due to high inflation.

**Policies Committee Report:** (Tom Ochenhirt)

Parking Policy - It was determined that this policy is not needed per the Town of Mendon and will be discontinued. The Town does not currently have a parking lot policy but felt that it was not needed and any issues can be dealt with by increased patrols.

Food and Beverage Policy -

The wording of the policy was discussed but all agree to the content.

Public Display and Posting Policy -

The content of the policy was discussed.

It was MOVED, SECONDED, and CARRIED to reaffirm the Food and Beverage Policy, reaffirm the Public Display and Posting Policy and discontinue the Parking Policy as per the Town of Mendon's perspective.

Two policies were distributed for review and approval next board meeting pertaining to: Rules of Conduct and Refund.

**Corresponding Secretary:** (Nipa Armbruster)

As part of the Long-Range Planning Committee, Nipa has met with the committee. The committee has passed the writing the majority of the document to Lyla, and Nipa will be contributing to the process portion of the document.

**Long Range Plan Committee Report:** (Tom Dooley)

The committee is planning a formal presentation to the Board once completed. Below are four categories that they are investigating:

- Long Term Funding - plan around how to make that better
- Facilities - Space and how best to use it & technology
- Community - Outreach, how to get more people engaged.
- Budget - Making sure staff is adequately compensated

The Long Range Plan will also include steps for each goal and will help anyone learn more about the Library.

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

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

- The Summer Reading Program started last Wednesday and the library has seen an increased usage.
- The trial run of the summer Saturday hours have started with good attendance. The library will continue to monitor the attendance of this change.
- Our new hire clerk is resigning at the end of July and will be moving out of state. A long time clerk has recently retired from the school and will be expanding her hours and leading a book club at the library.
- Kelly nominated three youth volunteers to the Monroe County's Young Citizens of the Year: Ivy Yates, Kailey Annesi and Leila Kotlik.

**OLD BUSINESS**

**Summer Saturday Hours:**

The Friends of the MPL funded a trial run of the Summer Saturday Hours from a grant from the May K Houck Foundation. They have provided a resolution that this is a one time only trial and that funding hours on a longterm basis was outside of The Friends by-laws.

**NEW BUSINESS**

**Disposal of Property:**

It was MOVED, SECONDED, and CARRIED to discard two inoperable Sebo vacuum cleaners.

**Public Comment:** None

**Meeting adjourned at 7:46pm.**