

**Mendon Public Library Board of Trustees Meeting  
August 1 2022, 7:00 p.m.**

**Approved**

**Present:** Nipa Armbruster, Tom Dooley, Tom Ochsenhirt, Mary McCabe, Alicia Zysman-Cromwell (Vice-President)

**Excused:** Alison Zero Jones, Tim Boldt

**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 Alicia Zysman-Cromwell.*

**Public Comment:** None.

**Town Report:** (Cynthia Carroll)

- Pat Washington, a construction consultant for the town, is looking into changing the library water fountain to a combo water filling station/water fountain in the near future. The project work is expected to take place in September.
- Construction is about to start on the spray park.
- The Highway Department is finished applying oil and stone to selected town roads and will begin the process of paving other roads. After paving brush pickup will begin.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the June 27, 2022, Mendon Public Library Board of Trustees Meeting.

**President Report:** (Alicia Zysman-Cromwell; Vice-President)

There is no news to report beyond the committee reports that will be discussed later in the meeting.

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

The Financial Report of the MPL Board of Trustees was distributed for August 1 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.

It was MOVED, SECONDED, and CARRIED to approve the increase the mileage reimbursement to \$0.625 per mile for the July through December 2022 according to the IRS reimbursement schedule.

It was MOVED, SECONDED, and CARRIED to approve vouchers 2022-08-94 through 2022-08-109 in the total amount of \$6,157.43.

It was MOVED, SECONDED, and CARRIED to approve the acceptance of deposits to the Library Account from the cash register deposits and a deposit from the County of Monroe for payment of online fines.

It was MOVED, SECONDED, and CARRIED to approve the payment of checks #450-458 from the Board of Trustees Bank account totaling \$1,337.39 for the Summer Reading Program.

**Corresponding Secretary:** (Nipa Armbruster)

The letter to the town regarding the 2023 budget will be prepared and sent out with the approved budget in the next couple days.

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

The Long Range Planning Committee has been put on hold for the past month to give time for the Budget Committee meetings and summer vacations.

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

The Policies Committee has also placed its work on hold for the Budget Committee meetings and summer vacations.

The board will look at the Refund Policy next meeting and Lyla continues to work on the Code of Conduct Policy, that will require some research and in-depth discussion.

**Budget Committee Report:** (Alicia Zysman-Cromwell)

The budget committee met a total of 3 times working on the budgetary projects for 2023. Work was done with the budget numbers between those meetings. Most of the increase from 2022 is due to current and anticipated inflation which is increasing utilities, products, and wages. A summary of the where the proposed budget was increased beyond inflation are as follows:

- Addition of summer Saturday hours for 2023. A trial of Summer Saturday hours was paid for from the May K Houck Foundation and Friends of MPL in 2022 and data showed its popularity with town residents.
- Elimination of Fines for Children's and Young Adult items. Neighboring libraries will be taking these steps in 2023 or already have it in place, giving the need for consistency and competitiveness.
- Modest increase for Outreach was added. Most of the increase is included in salary increase that will allow staff to go out into the community to increase awareness and services.
- Increase in Director salary as was stated upon hiring and continuing education program reimbursement for a Library Director Certificate program

The budget shows a ~7% increase in income from tax funds, which the board realizes is a large increase. To try to offset this large increase the board has asked for a modest increase of 3% in materials.

Nipa will write a letter to the town summarizing the budget and allow the committee to review before submission.

It was MOVED, SECONDED, and CARRIED to approve proposed budget for 2023 of \$383,800.

It was stated that although the inflation has been at an all-time high that the town is still being held to a 2% cap in increase. The town will try its best to meet the needs of all parts of its budget.

It was MOVED, SECONDED, and CARRIED to approve July 20, 2023 budget committee minutes.

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

The first year anniversary of Lyla's tenure as director and Lyla expressed gratitude and a positive experience working at the library for the past year. The Library Director's Report was distributed and reviewed. The following items were discussed.

- The trial of Saturday hours in the summer supported by the May K. Houck Foundation has been very successful, having more more patrons per hour than during the week.
- The statistics for July circulation were distributed and were slightly down from July 2021.
- The exterior of the building was power washed by the Town.
- The library has advertised for a new Clerk to start in the fall.
- A staff training day is set for the morning of Friday August 5th. The library will be closed that day.
- MPL will have a table at the Festival at the Falls on August 20th.
- MPL is supporting Library Card Sign-up Month and planning programs around the theme 'going to the library is a heathy habit'.
- An artists reading fort will be on loan and installed in the children's area.
- This months artists display will be a bird photography display.
- The Library Trustee education requirements start in 2023. Each Trustee are required to complete 2 hours of training from a variety of options.
- This fall Rochester Reads is a 'One Hell of a Book' by Jason Mott. This is a memoir of his time growing up and includes racial issues.

## **NEW BUSINESS**

### **Director Benefits:**

An issue was raised regarding the difference in the amount funded for Health Reimbursement Accounts (HRAs) for full-time library employees versus other town employees.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve an increase to \$1,000 in the Library Employee 2023 HRA budget to match the other town employees.

### **Friday Open Hours:**

It was felt that there was enough money remaining in the budget to reinstate the Friday hours to 5pm.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the Friday open hours to 9am-5pm beginning September 9th, 2022.

**Public Comment:** None

**Meeting adjourned at 8:05pm.**