

**Mendon Public Library Board of Trustees Meeting  
August 29 2022, 7:00 p.m.**

**Approved**

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

**Excused:** Tim Boldt

**Others present:** Lyla Grills (Director), Lisa Reniff (Recording Secretary)

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

**Public Comment:** None.

The Town Liaison was unable to attend tonight's meeting due to a town hearing.

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the August 1, 2022, Mendon Public Library Board of Trustees Meeting as amended for accuracy.

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

A reminder was given regarding the new requirements for Trustees training and continuing education starting in 2023.

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

The Financial Report of the MPL Board of Trustees was distributed for August 29, 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 vouchers 2022-09-110 through 2022-09-123 in the total amount of \$6,403.62.

It was MOVED, SECONDED, and CARRIED to approve the acceptance of deposits to the Library Account from the cash register deposits totaling \$593.01 and a deposit from the County of Monroe for \$2,726 (\$2,426 for 90% of the State Aid and \$300 for state grant for programing).

A correction of the Financial Report for the total of Library Deposits was noted as \$3,319.01.

It was MOVED, SECONDED, and CARRIED to approve the payment of checks #459-463 as listed in the August 29, 2022 Financial Report, from the Board of Trustees Bank account totaling \$583.00 for the Summer Reading Program.

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

The proposed library budget for 2023 was delivered with a cover letter from the board to John Moffitt on August 4th by the Director. An offer was made to answer any questions regarding the budget. There has been no response from the Town regarding the library budget.

**Corresponding Secretary:** (Nipa Armbruster)

Nothing new to report.

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

The Long Range Plan Committee will be meeting now that budget has been submitted and vacations are over. A meeting will be scheduled in the next couple days.

**Policies Committee Report:** (Tom Ochsenhirt & Lyla Grills)

The Code of Conduct Policy will be worked on next and requires consideration and any input that the Trustees want to provide would be welcome. Lyla is gathering more information from the staff and other libraries regarding the policy. Mary will provide some suggestions on the wording of the policy.

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

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

- Summer Reading 2022 is concluded and we have a record attendance of the library programs. The statistics for the SRP over the years are given in the report. There were many great programs that are listed.
- Three wireless access points were installed through MCLS. This was purchased at a greatly reduced price due to e-rate that MCLS had previously applied. Each year there is planned an hardware upgrade.
- The Library had a booth the Festival at the Falls and felt some good connections with the community were made. Kelly provided a story time.
- The plexiglass barriers at the circulation desk were removed. Covid tests are still available.
- The carpet and floor annual cleaning will be done in September.
- The Library will be participating the in the fall parade in the village with the book bike.

**NEW BUSINESS**

**Library Clerk Hire:**

The shifting of clerk staffing, the extension of Friday hours and the resumption of Saturday fall hours revealed the need for another clerk.

It was MOVED, SECONDED, and CARRIED to approve the rehire of Alice Sargent as a Library Clerk at \$15.00 per hour.

**SkyPort Technology Proposal:**

SkyPort provided recommendations for 2022 and 2023, including two PC replacements and server software. There is money in the 2022 hardware budget for the PC purchases. The direction of the library technology was discussed including using MCLS's LAS services. The technology support and structure of the library will be continued to be researched.

It was MOVED, SECONDED, and CARRIED to approve two workstation replacement not to exceed \$2,800.

**Public Comment:** None

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