

**Mendon Public Library Board of Trustees Meeting
October 3, 2022, 7:00 p.m.**

Approved

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

Excused: Tom Dooley

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 budget was moved by the Town Board to preliminary status and a public hearing will be held on Oct. 24th. No changes were noted from the submitted library budget.
- Veteran's Day Lunch will be hosted by the Town Board on Nov. 11th
- A Workshop on Short Term Rentals is planned for Oct. 24th.
- Brush pick-up has begun.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the August 28, 2022, Mendon Public Library Board of Trustees Meeting.

President Report: (Alison Zero Jones)

The Long-Range Planning Committee has meet several times and has a draft to distribute to the board for feedback and approval next meeting.

The Policy committee has met and has some suggestions to present to the board.

The visibility of the Board of Trustees to the community was brought up as a point to be addressed.

It was decided that email worked the best for possible distribution of information.

BOT required training certificates will be collected and compiled by Lyla.

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 2022-10-124 through 2022-10-139 in the total amount of \$8,735.40.

It was MOVED, SECONDED, and CARRIED to approve the acceptance of deposits to the Library Account from the cash register deposits totaling \$596.50.

It was MOVED, SECONDED, and CARRIED to approve the deposit of check #1265 for \$1,000.00 from Timothy Hassett in memory of Christine Hassett.

It was MOVED, SECONDED, and CARRIED to approve the payment of checks #464-465 as listed in the October 3, 2022 Financial Report, from the Board of Trustees Bank account totaling \$175.80 from the Summer Reading Program.

Corresponding Secretary: (Nipa Armbruster)

Nothing new to report.

Budget Committee Report: (Alicia Zysman-Cromwell)

Nothing new to report. Another budget committee may be needed in the future to determine the goals of the BOT accounts.

Policies Committee Report: (Tom Ochenhirt & Lyla Grills)

A revised Code of Conduct Policy was disturbed. This created a more streamlined policy that was comprehensive in scope.

It was MOVED, SECONDED, and CARRIED to approve The Code of Conduct for the Mendon Public Library.

Long Range Plan Committee Report:

The draft of the Long Range Plan was distributed for feedback and possible approval at the next meeting.

Director's Report: (Lyla Grills)

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

- The windows and carpets were cleaned. The donated water bottle filling station will be installed.
- The Friends will support the saltwater aquarium staying at the library for a few more months. A presence between the Friends and the BOT would benefit both groups.
- The Girls Scouts have a display dedicated to their Pumpkin Festival in October.
- There is a staff training day on Nov 4th. The staff is to complete a harassment prevention training. The Board of Trustees will need to complete this training as well.
- Lyla's course work toward the Public Library Administrators Certificate program is underway. Kelly is attending a grant seeking meeting.
- An Adult Book Club facilitated by staff member Andrea Hills had an excellent response and a waitlist was initiated. MCLS started a passport program to encourage visiting 30 the Monroe County.
- A children's fort was borrowed from an artist as a part of a nomadic art exhibit.
- The Library attended the Fall Weekend Parade and all felt it was a good experience.

- Circulation statistics showed an increase over last year of 10% and 5% respectively for August and September.

OLD BUSINESS

Computer Support: (Lyla Grills)

In researching the computer support options, the Peer Library Program supported by LAS (Library Automation Services) by MCLS that MPL had previously not been a part of give many advantages that are free of charge. This will allow some free IT services to libraries that under 10,000 residents and 19 computers. They do require contracting with a computer service for some support.

Public Comment: None

Meeting adjourned at 8:08pm.