

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

Approved

Present: Nipa Armbruster, Tim Boldt, Tom Dooley, Mary McCabe, Tom Ochsenhirt, Alicia Zysman-Cromwell

Excused: Alison Zero Jones (President)

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

Meeting was called to order at 7:00 p.m. by Tom Ochsenhirt (Vice President).

Public Comment: Olivia Durant introduced herself and is observing a board meeting for a certificate program.

Town Report: (Cynthia Carroll)

- The town budget was moved by the Town Board from preliminary to final status at the last meeting.
- Veteran's Day Lunch will be hosted by the Town Board on Nov. 11th.
- A plan for short term rentals was planned for February or March.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the October 3, 2022, Mendon Public Library Board of Trustees Meeting.

President Report: (Tom Ochsenhirt)

Nothing to report.

Treasurer's Report: (Alicia Zysman-Cromwell)

The Financial Report of the MPL Board of Trustees was distributed for November 7, 2022 meeting. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustees' account balances, deposits, and payments.

It was MOVED, SECONDED, and CARRIED to approve the transfer of funds as outlined in the Financial Report:

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Clerks	L7410.110	\$ 600.00	Pages	L7410.120	\$ 600.00
Equip. Repair	L7410.430	\$ 800.00	Training	L7410.428	\$ 800.00
Equip. Repair	L7410.430	\$ 400.00	Custodial Supplies	L7410.455	\$ 400.00
Window Cleaning	L7410.473	\$200.00	Telephone	L7410.420	\$ 200.00
	Total	\$2,000.00		Total	\$2,000.00

It was MOVED, SECONDED, and CARRIED to approve vouchers 2022-11-140 through 2022-11-164 in the total amount of \$8,675.07.

It was MOVED, SECONDED, and CARRIED to approve the acceptance of deposits to the Library Account from the cash register deposits totaling \$643.04.

Corresponding Secretary: (Nipa Armbruster)

Nothing new to report.

COMMITTEE REPORTS

Budget Committee Report: (Alicia Zysman-Cromwell)

Nothing new to report.

Policies Committee Report: (Tom Ochenhirt & Lyla Grills)

The current Circulation Policy was distributed and many things need to be updated.

Long Range Plan Committee Report: (Tom Dooley)

The draft of the Long Range Plan will be discussed later in the meeting.

Director's Report: (Lyla Grills)

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

- A page is in the process of being hired for a few hours a week. This a new position that will take some of the shelving burden away from the clerks allowing them to stay at the circulation desk.
- Staff Training Day was on Friday and included Narcan Training. The Friends supplied lunch and the library was closed that day.

- The water bottle filling station was installed. Many thanks for the purchase by the Armbruster's and installation by the Town.
- The current display is the NYS Heritage Traveling Exhibit on Immigration. Next month there is a crochet display.
- The library is planning a 'Cozy Little Art Show'. The library will give out canvases for the creation of art and will have an opening on MLK Day.
- Many meetings and trainings were attended along with classes in the Director's Certificate program.
- ROC the Day is November 29th.
- Paranormal Investigators was a big hit in our programming. Programs regarding Social Media Job Search and Cybersecurity for Seniors were both presented and well attended.
- Staff Member Matt Filipski participated on the winning MCLS team for Brain Games.
- Circulation for October is up 5% from last year.
- The teen and children's programs highlights include a fort building session and building a terrarium for teens.

OLD BUSINESS

2023 Budget:

The 2023 Town Budget has become final with no change in the proposed Library Budget.

Computer Plan: (Lyla Grills)

A plan to purchase 12 new computers through NYS aggregate pricing at HP, hire TriDelta to install the computers and software and LAS will back up and support the systems was laid out.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the purchase of 12 computers with the cost not to exceed \$8,000 and software not to exceed \$1,500 and labor not to exceed \$4,000.

J & YA Fines

It was **MOVED**, **SECONDED**, and **CARRIED** to approve elimination of fines for Mendon Juvenile and Young Adult items starting on December 23, 2022.

Long Range Plan

The Long Range Plan Draft was distributed for reading and comment last meeting.

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the Mendon Public Library Long Range Plan.

NEW BUSINESS

2023 Close Dates

It was MOVED, SECONDED, and CARRIED to approve the 2023 Mendon Public Library close dates as listed below:

Date	Event
Thursday, February 16 th (9am-1pm)	Staff Training
Saturday, April 8 th	Easter Weekend
Thursday, May 18 th (9am-1pm)	Staff Training
Saturday, May 27 th & Monday, May 29 th	Memorial Day Weekend
Monday, July 3 rd & Tuesday, July 4 th	Independence Day
Thursday, August 17 th (9am-1pm)	Staff Training
Saturday, September 2 nd & Monday, September 4 th	Labor Day Weekend
Thursday, November 16 th (9am-1pm)	Staff Training
Wednesday, November 22 nd (1pm-8pm), Thursday, November 23 rd & Friday, November 24 th	Thanksgiving
Monday, December 25 th & Tuesday, December 26 th	Christmas
Summer Saturday hours: 10am – 1pm, June 24 th – August 26 th	

2023 BOT Meeting Dates

It was MOVED, SECONDED, and CARRIED to approve the 2023 Mendon Public Library Board of Trustees meeting dates as listed below:

Tuesday, January 3 rd	Monday, June 26 th
Monday, February 6 th	Monday, July 31 st
Monday, March 6 th	Monday, August 28 th
Monday, April 3 rd	Monday, October 2 nd
Monday, May 1 st	Monday, November 6 th
Monday, June 5 th	Monday, December 4 th

Public Comment: None

Meeting adjourned at 8:17pm.