

**Mendon Public Library Board of Trustees Meeting
December 5, 2022, 7:00 p.m.**

Approved

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

Excused: none

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)

- Veteran's Day Lunch hosted by the Town on Nov. 11th was well received.
- A pizzeria will be going into the old Clemenza's building.
- Splash park construction is on schedule.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the November 7, 2022, Mendon Public Library Board of Trustees Meeting.

President Report: (Alison Zero Jones)

It was felt that bios of the BOT members should be shared with the community to encourage engagement. The bios of the BOT members will be crafted by one person with answers to questions.

Tim Boldt tendered his resignation to the Board of Trustees given his lack of time to devote to the library. There are two years left of Tim's term. The BOT will advertise, interview and appoint a new person to Tim's vacated position.

Treasurer's Report: (Alicia Zysman-Cromwell)

The Financial Report of the MPL Board of Trustees was distributed for December 5, 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 account transfers below and as detailed in the December 5, 2022 Financial Report:

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Clerks	L7410.110	1,400.00	Software	L7410.200	1,400.00
Clerks	L7410.110	400.00	Tech Services	L7410.210	400.00
Clerks	L7410.110	5,200.00	Hardware	L7410.230	5,200.00
Clerks	L7410.110	800.00	Visiting Artist	L7410.409	800.00
Custodian	L7410.130	200.00	Library Assistant	L7410.160	200.00
Periodicals	L7410.404	130.00	Database Subscriptions	L7410.405	130.00
Recordings	L7410.406	930.00	Database Subscriptions	L7410.405	930.00
Tapes	L7410.407	140.00	Database Subscriptions	L7410.405	140.00
Xerox	L7410.440	170.00	County Card Fee	L7410.445	170.00
Window Cleaning	L7410.473	70.00	Equipment Repair	L7410.430	\$ 70.00
	Total	\$9,390.00		Total	\$9,390.00

It was MOVED, SECONDED, and CARRIED to approve vouchers 2022-12a-165 through 2022-12a-182 in the total amount of \$12,984.55.

It was MOVED, SECONDED, and CARRIED to approve the acceptance of deposits to the Library Account from the cash register deposits totaling \$538.75.

It was MOVED, SECONDED, and CARRIED to approve the deposit for \$500.00 from Lynn Minderman to the BOT account in unrestricted funds.

It was MOVED, SECONDED, and CARRIED to approve check #466 to Hipocampo Children's Books for \$150.00 a reissue of check #457.

The BOT President, Treasurer and MPL Director will meet for the end of the year meeting to approve remaining vouchers for the year on Friday December 23rd at 3pm.

Corresponding Secretary: (Nipa Armbruster)

Nothing new to report.

Policies Committee Report: (Tom Ochsenhirt & Lyla Grills)

The draft Circulation Policy was reviewed.

It was MOVED, SECONDED, and CARRIED to approve The Mendon Public Library Circulation Policy.

Budget Committee Report: (Alicia Zysman-Cromwell)

Nothing new to report.

Long Range Plan Committee Report:

Nothing new to report.

Director's Report: (Lyla Grills)

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

- A new Page, Keara Farrell, was hired as our previous Page has resigned.

- Lyla challenged the staff to collectively participate in the MCLS Passport Program, visiting all libraries in the Monroe County Library System. Emily Brincka contributed many of the locations and helped the staff successfully complete the challenge.
- The new computers will be installed by Tri-Delta on December 13th and 14th. The network switch that was on order through MCLS using e-rate savings program came in and was installed.
- The copier had issues that spanned over a month resulting in a new copier being installed.
- The library was decorated for the holidays by the Girls Scouts, Friends of the MPL and MPL staff. The library will participate in the Village Business Holiday Decorating Contest.
- J and YA materials will start being fine free starting December 23. Barb has been doing much work with the collection preparing for the transition. The announcement for this change will not happen until the start of new policy.
- Circulation is only slightly down from last year. Most libraries showed this trend.
- There have been some good programs for children and teens in November. The henna program had a good attendance.
- The library is hosting a Cozy Little Art Show. The library will hand out small canvases and participants will return them before an opening. There will be an opening reception; the Kiwanis will serve hot chocolate.

OLD BUSINESS

Committee Meeting Dates: (Lyla Grills)

The frequency of committee meetings through the year was discussed. The bulk of the finance committee's responsibility is with the budget needs to be done in the summer. It was felt that the finance committee's other issues revolve around questions that need expert answers beyond the knowledge of the members and reaching out to the town and the town's attorney needed to be done. The committees can write up the Board's understanding of different areas based on the research and discussion for that topic to be used in the future.

The Long-Range Planning Committee will meet Wednesday January 11th, 2022 at 7pm.

The Finance Committee will set a meeting at the January BOT meeting.

NEW BUSINESS

Library Page:

It was **MOVED**, **SECONDED**, and **CARRIED** to approve hiring Keara Farrell as Library Page at a rate of \$13.20 per hour for 2022 and \$14.20 per hour for 2023.

EOY Meeting:

As discussed earlier, the BOT President, Treasurer and MPL Director will meet for the end of the year meeting to approve remaining vouchers for the year on Friday December 23rd at 3pm.

Public Comment: None

Meeting adjourned at 8:04pm.