

**Mendon Public Library Board of Trustees Meeting  
January 3, 2023, 7:00 p.m.**

**Approved**

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

**Excused:** none

**Others present:** Lyla Grills (Director), Cynthia Carroll (Town Board), Lisa Reniff (Recording Secretary), Danny Bassette

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

**Public Comment:** None.

**Town Report:** (Cynthia Carroll)

- Town Board Members handed out cocoa during the Honeoye Falls Fireman's Christmas Parade. The parade was very well attended.
- Alicia Zysman-Cromwell's appointment to the BOT of the MPL was approved during the Town meeting

**Approval of Minutes:**

It was MOVED, SECONDED, and CARRIED to approve the minutes from the December 5, 2022, Mendon Public Library Board of Trustees Meeting with the amendment of Nipa Armbruster and Tom Dooley as Excused.

It was MOVED, SECONDED, and CARRIED to approve the minutes from the December 27, 2022, Special End of Year Meeting of Mendon Public Library Board of Trustees as amended noting that Treasurer, Alica Zysman-Cromwell met in absentia due to medical necessity.

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

The call for interested applicants for the open position of the Board of Trustees of the MPL created many possible candidates. There were 10 candidates from various fields. Alison will circulate her top 3 applicants to the Board of Trustees and welcomes any other candidates suggestions from the Board. Candidates that are not chosen could be candidates in the future or would be appreciated in the Friends of the MPL.

It was encouraged for the Board to answer questions put forth for the creation of the bios to be used on the library website.

The MPL Officers for 2023 were discussed.

It was **MOVED, SECONDED, and CARRIED** to approve the extension of the terms of the following offices for 2023:

President	Alison Zero Jones
Vice-President	Tom Ochsenhirt
Treasure	Alicia Cromwell-Zysman
Secretary	Nipa Armbruster

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

The Financial Report of the MPL Board of Trustees was distributed for December 27, 2022 Special End of Year Meeting and the January 2, 2023 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 2022-12b-183 through 2022-12b-203 in the total amount of \$16,764.03.

It was **MOVED, SECONDED, and CARRIED** to approve the acceptance of deposits to the 2022 Library Account from the cash register deposits totaling \$332.73.

It was **MOVED, SECONDED, and CARRIED** to approve check #467 to Honeoye Falls Marketplace for \$165.80 a reissue of check #464.

It was **MOVED, SECONDED, and CARRIED** to approve correction of abstract 2022-12a to show the correct line for visiting artist Lori Goldsmith from L7410.427 (Mileage) to L7410.409 (Visiting Artist).

It was **MOVED, SECONDED, and CARRIED** to approve the following account transfers:

<b>Transfer From:</b>			<b>Transfer to</b>		
<b>Account</b>	<b>Number</b>	<b>Amount</b>	<b>Account</b>	<b>Number</b>	<b>Amount</b>
Building Repair	L7410.460	\$ 900.00	Equipment Repair	L7410.430	\$ 900.00
	<b>Total</b>	<b>\$ 900.00</b>		<b>Total</b>	<b>\$ 900.00</b>

It was **MOVED, SECONDED, and CARRIED** to approve vouchers 2023-01-01 through 2023-01-06 in the total amount of \$1,671.70.

The FFRPL Grant Report for 2022 was distributed and discussed. The amount the MPL spent on circulating materials from the FFRPL Grant was \$1,787.65 for 2022. All money received from this grant was used on 163 books with \$0 remaining.

It was **MOVED, SECONDED, and CARRIED** to approve the FFRPL Grant Report for 2022.

**Corresponding Secretary:** (Nipa Armbruster)

Nothing new to report.

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

The Finance Committee did not meet and will schedule a meeting for March at the next BOT meeting.

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

The Policies Committee did not meet.

**Long Range Plan Committee Report:**

Nothing new to report but will be meeting next week, January 11th, with the goal of determining how to implement the approved Long-Range Plan.

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

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

- The new computer project is mostly complete. LAS and Tri-Delta has installed all the staff computers. In the process it was determined necessary and urgent that the server should to be replaced at the cost of \$4,000. The library purchased the server from Dell who provided the lowest quoted price. The server was installed on December 30th. The patron and catalog computer installation will be completed soon. The new computer IT philosophy will be follow the model of LAS and Tri-Delta used with other small libraries.
- Library Clerk, Wendy Wise, was introduced. Wendy works part-time in the evening and Saturdays. Her current full time job is for the Avon CS as IT support and had spent many years at HFL School District.
- On December 23rd fines for MPL J and YA items were eliminated including past fines. Patron feedback has been positive.
- The library is hosting an art show with the art work generated by the community on individual small canvases. The opening is Monday January 16th at 2pm. The Kiwanis will be hosting a hot cocoa bar. The trustees are encouraged to attend.
- The library placed 4th in the Village Holiday Decorating Contest and 1st place for Christmas Sprit.
- The library was closed for inclement weather on December 23.
- Lyla will be attending NYLA Library Advocacy day on February 28th in Albany. A meeting will also take place with Senator Helming at Chili Public Library on January 19th.
- The next class in the director certificate that Lyla is enrolled involves legal issues in public libraries.
- Kelly has put together some great programs for January 2023 and had many successes in December 2022.
- The MPL submitted a grant to the Genesee Valley Council for the Arts for a community art project from January through April. Artist Rachel DeVona will be leading our community in a stained glass mini-mural.

## **OLD BUSINESS**

### **2023 Committee Activity:** (Lyla Grills)

This topic was discussed earlier in the meeting.

## **NEW BUSINESS**

### **Printing & Faxing Charges:**

The current Public FAX Policy and Printing, Scanning and Copying Policy were distributed for review along with a table showing the MCLS member libraries faxing and printing charges.

### **Technology Plan:**

The current Technology Plan was distributed. Lyla will be updating for the next meeting and is looking for input from board regarding its content and priorities.

### **NYS Construction Grant:**

A table of MCLS requests input for possible NYS Construction Grants was distributed. MCLS covers 3.76% of NYS population.

### **Pre-Payment of Contractual Obligations:**

It was MOVED, SECONDED, and CARRIED to approve pre-payment of all contractual obligations that will then be approved at the next Board of Trustees Meeting.

### **Conflict of Interest:**

Conflict of Interest Statements were distributed for the Board to sign and return.

### **Election of Officers:**

Officers were elected earlier in the meeting.

### **Board Member Position:**

The status and procedure for nominating a new board member was discussed earlier.

### **Additional Topics:**

The two hours Trustee education requirement will begin this year. More details of the offerings from MCLS will be forthcoming.

**Public Comment:** None

**Meeting adjourned at 8:20pm.**