

Mendon Public Library Board of Trustees
Regular Meeting
Monday February 6, 2023,
7:00 p.m. MPL

Approved

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

Excused: Mary McCabe

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 Highway Department is waiting for state funds from last year.
- The Highway Department has completed the new splash park parking lot. The Splash Park will still open on the weekend May 31st.
- The Short-Term Rental Moratorium has been extended but the committee is near completion.
- Credit cards cannot be used at the Town Hall for property taxes but for licenses and incidentals.
- The bulbs in the streetlights in Mendon are being replaced with dark spot LEDs.
- A psychologist's office is going in on the corner of Mendon after renovations.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the minutes from the January 3, 2023, Mendon Public Library Board of Trustees Meeting.

President's Report: (Alison Zero Jones)

There is a one hour trustee training that is geared toward new trustees on Feb 22 at 6:30pm.

The board has met with one candidate and intends to meet with a couple more for the trustee vacancy. Alison suggested that they send out an email to all those interviewed a couple common questions that might reveal their interest.

The individual trustee bios are currently drafted and ready to be posted on the website. It was decided that a group picture would be taken at the next meeting.

Treasurer's Report: (Alicia Zysman-Cromwell)

It was **MOVED, SECONDED, and CARRIED** to approve the 2023 mileage reimbursement rate of \$0.655 per mile in equivalent to the IRS Milage Reimbursement Rate for 2023.

The Financial Report of the MPL Board of Trustees was distributed for the February 6, 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 2023-02-07 through 2023-02-20 in the total amount of \$10,673.32.

It was **MOVED, SECONDED, and CARRIED** to approve the deposits of the Cash Register Deposits, State Aid and online fines totaling \$1,502.50.

Corresponding Secretary: (Nipa Armbruster)

Nothing new to report.

Long Range Plan Committee Report: (Tom Dooley)

A tentative timeline for objectives for the library was distributed to put the approved Long Range Plan in motion. This timeline was produced from a meeting of the committee and has many goals in the near term which may need to be adjusted. Some of the work for a possible foundation is to happen with the addition of a few trustees and consultation of the Town.

The next meeting date will be decided after the meeting.

Director's Report: (Lyla Grills)

The statistics for December of 2021 and 2022, and January of 2022 and 2023 were shown to have a huge increase in both door counts and circulation.

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

- The 2022 NYS Annual Report is due on March 15th. The report is a web based fill in the box style and is being worked on. The final report will be printed out for the BOT to approve at the next meeting.
- The Mendon Public Library Annual Report to the Community is also being worked on and will be presented for approval at the next BOT meeting.
- The remainder of the computers and new server were successfully installed. The change is better for continuity of service. Patron print jobs will now have to be released from the staff at the circulation desk.
- A draft of the Technology Plan was distributed for review.
- Lyla met with state representatives NYS Senator Helming and NYS Assembly Member Lunsford.
- Kelly has sent out a solicitation letter for prizes for the summer reading program. M&T has committed to contributing \$500 to SRP. The theme this year is "All Together Now".
- The Friends of the MPL are working on an Annual Appeal letter.
- Many programs were held in January. The Cozy Little Art Show opening was held with the help of the Rotary in January. A community art project was met with great participation. Another community art project is planned for the spring.

A newly formatted Trustee Contact List along with a trustee succession outline spanning the past decade was distributed and corrections requested.

Finance Committee Report: (Alicia Zysman-Cromwell)

The Finance Committee did not meet and scheduled a meeting for Tuesday March 21st at 7:00pm.

Policies Committee Report: (Tom Ochenhirt & Lyla Grills)

The Policies Committee did not meet.

OLD BUSINESS

NEW BUSINESS

Staff Training Days:

It was stated the desire to reduce the number of staff meetings from four to two.

It was MOVED, SECONDED, and CARRIED to approve Mendon Public Library opening of February 16 and August 17, previously approved as closed for staff training.

Public Comment: None

Meeting adjourned at 8:00pm.