

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

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), Danny Bassette

Meeting was called to order at 7:01 p.m. by Alison Zero Jones.

Public Comment: None

Town Report: (Cynthia Carroll)

- Kevin Kunge was hired as the buildings and grounds employee. He will be performing much of the work at the library.
- The Town Hall was closed for a short time due to a plumbing issue.
- The latest Town Board Meeting contained the purchase and sale of highway trucks and computers.
- The Town Board will meet on March 27nd regarding short term rentals.

Approval of Minutes:

Motion was made to approve the minutes from the February 6, 2023, Mendon Public Library Board of Trustees Meeting.

Motion: Tom Dooley

Second: Alicia Zysman-Cromwell

Unanimously Approved

President Report: (Alison Zero Jones)

It was noted that the number of events for the MPL has greatly increased in their quantity and breadth. A suggestion was made to look into Facebook Events and making posts shareable.

Tom O. attended the new zoom MCLS Trustee Training session on February 22nd. This is different than the Trustee Handbook Bookclub. Lyla will set up a spreadsheet with the Trustee training for this year and asks for the certificate or information on any training attended.

Treasurer's Report: (Alicia Zysman-Cromwell)

The Financial Report of the MPL Board of Trustees was distributed for the March 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 were reviewed.

Motion was made to approve MPL Abstract 2023-03 which includes vouchers 2023-03-21 through 2023-03-34 in the total amount of \$6,143.17.

Motion: Alicia Zysman-Cromwell Second: Alison Zero Jones Unanimously Approved

Motion was made to approve deposits to the MPL Account from fines and copies totaling \$197.50.

Motion: Alicia Zysman-Cromwell Second: Tom Ochsenhirt Unanimously Approved

Motion was made to approve deposits of unrestricted gifts totaling \$145.36 from the Give Lively Foundation, American Online Giving, and a personal donation to the Board of Trustees Checking Account.

Motion: Alicia Zysman-Cromwell Second: Tom Ochsenhirt Unanimously Approved

A discussion what held regarding the purpose of the BOT funds and their receptive bank accounts. More will be discussed at the Finance Committee meeting, Tuesday March 21st at 7:00pm.

Corresponding Secretary: (Nipa Armbruster)

Nothing new to report.

Director's Report: (Lyla Grills)

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

- The new Town Building and Grounds employee, has already made a positive impact on the library and anticipates fixing the outside rock wall in the Spring.
- The Friends of MPL are having a meeting the evening of March 7th and are working on sending out an Annual Appeal letter based on their past donor list. They are also planning a flower sale with the pick-up date the weekend before Mother's Day.
- Lyla shared a note of gratitude from a patron who needed help at the last minute leading a zoom meeting. It also included a donation of \$25.
- The Friends purchased and donated a book drop cart. Unfortunately, it doesn't fit quite right and will need some work. It was felt the computer/DVD/book drop area needs reworking.
- Shanks, our garbage collection company, has been bought out by Casella.
- Casco performed a site review of our security system and suggested possible improvements.
- The next Trustee Handbook Book Club Training is April 18th at 5:30pm.
- The monthly library circulation statistics were reviewed. The high circulation numbers for this past January and February were highlighted. Electronic circulation was 20.5% for 2022.
- A community art opening will be held April 22nd to celebrate the unveiling of the "stained glass" mural project that our artist in residence, Rachel DeVona, has been creating with community members.
- The Management Collection Policy is available to all that wish to object to any book in the library. Any patron can fill out a challenge form and the book will be reviewed by the librarian and the Board. The BOT has the ultimate responsibility for the decision. The Management Collection Policy refers to the ALA Library Bill of Rights. It was suggested that the publicizing the procedure might deter using social media as an outlet.

Long Range Plan Committee Report: (Tom Dooley)

A Long-Range Plan of Work was distributed. As was noted previously the Plan of Work was front loaded. The other Trustees were encouraged to sign up for various initiatives. Every month the Plan of Work can be reviewed for accuracy and updated.

Policies Committee Report: (Tom Ochsenhirt & Lyla Grills)

The Policies Committee did not meet. The next meeting will be coordinated by Lyla after the meeting.

Finance Committee Report: (Alicia Zysman-Cromwell)

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

OLD BUSINESS

Technology Plan:

The Draft Technology Plan was discussed. The goal of the Technology plan was to outline the current status of the Library, plan for the future, and how to finance it. It was noted that future purchases may include new computer desks, two laptops and a USB scanner. LAS may have some projections of our needs given the size our community we serve. A final draft will be completed and shared at the next meeting.

The purpose and duty of the MPL's Honeoye Falls historical data was discussed.

NEW BUSINESS

2022 NYS Library Report:

The final draft of the 2022 NYS Annual Report for Public and Association Libraries was distributed.

Motion was made to approve the 2022 NYS Annual Report for Public and Association Libraries.

Motion: Alison Zero Jones Second: Tom Ochsenhirt Unanimously Approved

MPL 2022 Report to the Community:

A one large format page infographic for the MPL 2022 Report to the Community was distributed and reviewed. A second page with pictures was also included.

Motion was made to approve the MPL 2022 Report to the Community.

Motion: Alison Zero Jones Second: Tom Dooley Unanimously Approved

FFRPL Grant:

A grant proposal was given for signature.

Motion was made to accept the grant for \$3,365.42 from the Tummonds Fund with the condition as outlined in the grant proposal.

Motion: Alison Zero Jones Second: Tom Ochsenhirt Unanimously Approved

Reimbursement for Refreshments: (Lyla Grills)

It was discussed what account reimbursements for refreshments should come from. Lyla was welcomed to get reimbursed modest amounts for refreshments.

Public Comment:

Danny Bassette offered some advice regarding the historical Honeoye Falls Times microfilm. If the Library were to get dispose of the microfilm, it should be verified that three copies in two formats with one residing in a different location.

Executive Session:

Motion was made to enter Executive Session.

Motion: Tom Dooley Second: Alison Zero Jones Unanimously Approved

Entered Executive Session 8:01pm

Motion was made to exit Executive Session.

Motion: Tom Dooley Second: Alicia Zysman-Cromwell Unanimously Approved

Exited Executive Session and returned to Regular Meeting 8:44 pm

Adjourn:

Motion was made to adjourn Regular Meeting of the MPL Board of Trustees.

Motion: Tom Dooley Second: Alicia Zysman-Cromwell Unanimously Approved

Regular Meeting adjourned at 8:44pm.