

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

**Unapproved**

**Present:** Alison Zero Jones (President), Nipa Armbruster, Mary McCabe, Tom Ochsenhirt

**Excused:** Katie Corey, Tom Dooley, Alicia Zysman-Cromwell

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

*Meeting was called to order at 7:08 p.m. by Alison Zero Jones.*

**Public Comment:** None

**Town Report:** (Cynthia Carroll)

- Brush pickup begins on April 24.
- The Town held two meetings. One regarding changes to the comprehensive plan which includes short-term rental special use permits. The other regarding the fire department staffing and finance issues for the town. This meeting was attended by the Honeoye Falls and Mendon Fire Departments, and the Village of Honeoye Falls and the Town of Mendon officials.
- The Town is planning to close the Mendon Youth Center at the end of April due to warm weather.

**Approval of Minutes:**

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

Motion: Alison Zero Jones      Second: Tom Ochsenhirt      Unanimously Approved

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

The new Trustee was announced, Katie Corey. Unfortunately, Katie was unable to join the meeting tonight because of previous travel plans. Pictures of the Trustees will be taken at next week's meeting.

Alison attended the finance committee meeting which will be reported later.

**Treasurer's Report:** (Alison Zero Jones & Lyla Grills)

The Financial Report of the MPL Board of Trustees was distributed for the April 3, 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.

Lyla discussed the spending levels for the first quarter using the Budget versus Actual report. Most budget lines are on track. The hardware line has used up most of the budget since we purchased the new

PCs. The only line that is of concern is the Telephone budget line. The telephone invoices have now increased after the end of an introductory rate.

Motion was made to approve the Financial Report of the MPL Board of Trustees April 3, 2023 including vouchers 2023-04-35 through 2023-04-56 in the total amount of \$6,199.83.

Motion: Alison Zero Jones      Second: Nipa Armbruster      Unanimously Approved

Motion was made to approve deposits to the MPL Account from fines and copies totaling \$478.00.

Motion: Alison Zero Jones      Second: Nipa Armbruster      Unanimously Approved

The resolution to approve the transfer of the balance of the Eunice Frank Fund to the BOT checking account for spending on books was discussed at the Finance Committee Meeting on March 21st and was agreed to send it forward to the BOT. The resolution was tabled until the next BOT meeting to give everyone time to think about the resolution.

**Corresponding Secretary:** (Nipa Armbruster)

Nothing new to report as Corresponding Secretary. Nipa did meet with Lyla to welcome the new Trustee Katie Corey and help introduce her to the Board duties.

**Finance Committee Report:** (Alison Zero Jones)

The Finance Committee met on Tuesday March 21st at 7:00pm. The resolution to transfer funds and close out the Frank Fund Saving Account was discussed and it was decided to move forward to the BOT.

**Long Range Plan Committee Report:** (Alison Zero Jones)

The Long-Range Planning did not meet this month.

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

The Policies Committee did not meet. The next meeting will be coordinated by Lyla after the meeting. Policies were added to the meeting packet to review.

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

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

- The February statistics were reviewed showing an increase in all categories with large increase in library visits and programs.
- The Friends attended the Friends Council Meeting and were inspired to do a couple of projects for the community. The Friends completed a food drive for the FISH food pantry. They also set up a drawing for a large chocolate bunny.
- A local artist and former barber Hank Besancency displayed his work in the library in March.
- Kelly will attend the NYLA Youth Services Section Conference later this month.
- The Incoming Director of NYLA, Lisa Kropp, will be visiting MPL on April 20th.
- Kelly has set up many programs this past month and for the school break in particular. Much excitement for the eclipse next year has already started with prep work and a program last week with a NASA Ambassador.

- The teen helpers have been terrific helping the library. Kelly also attended the Mendon Senior Citizens Group and informed them on the programs at the library.

## **OLD BUSINESS**

## **NEW BUSINESS**

### **Bylaws of the MPL:**

The Bylaws of the MPL that were last amended on July 16, 2018, was distributed for review. The Bylaws need to be reviewed by July.

### **Citizen Participation Policy:**

The Citizen Participation in the Library Board of Trustees Meeting Policy was distributed for the Trustee information. Individual participation is limited to 3 minutes and a maximum of 15 minutes is allowed for public comments.

### **FAX Policy:**

The Public FAX Policy was distributed for review and a supporting document of the MCSL survey of the fines and fees. It was suggested that the pricing for a FAX be adjusted.

### **Printing, Scanning and Copying Policy: (Lyla Grills)**

The Printing, Scanning and Copying Policy was distributed for review and a supporting document of the MCSL survey of the fines and fees. It was suggested an edit be made in the policy that the price be based on copy or print per side not per page of paper.

Motion was made to amend the Printing, Scanning and Copying Policy to remove the choice of single or double sided to include per side printed.

Motion: Alison Zero Jones      Second: Nipa Armbruster      Unanimously Approved

**Public Comment:** none

### **Adjourn:**

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

Motion: Alison Zero Jones      Second: Nipa Armbruster      Unanimously Approved

Regular Meeting adjourned at 8:19pm.