

**Mendon Public Library Board of Trustees**  
**Regular Meeting**  
**Monday June 26, 2023, 7:00 p.m.**  
**Mendon Public Library**

**Approved**

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

**Excused:** Tom Ochsenhirt

**Others present:** Lyla Grills (Director), Lisa Reniff (Recording Secretary), Danny Bassette, Cynthia Carroll (present at end of meeting)

*Meeting was called to order at 7:06pm by Alison Zero Jones.*

**Public Comment:** None

**Approval of Minutes:** (Alison Zero Jones)

Motion was made to approve the minutes from the June 5, 2023, Mendon Public Library Board of Trustees Meeting with the removal of one sentence for clarity.

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

**President Report:** (Lyla Grills for Alison Zero Jones)

The Long Range Planning Committee met last week. Teams was not working for all therefore email might be the best for all. Lyla will look into a private web page on the MPL website. The time organizational chart was reviewed and the personnel needs for meeting those goals for 2024 was discussed. The compensation of all staff and Director's review this summer was also discussed. The review, like last year, would include the staff and board input.

A gathering of the staff and board members was discussed – it's a positive idea and it was felt that the last week of September was the best timing.

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

The Financial Report of the MPL Board of Trustees was distributed for the June 26, 2023 meeting. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustees' account balances, deposits, and payments.

A motion was made to approve deposits to the MPL Account from fines and copies totaling \$516.00.

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

Motion was made to approve deposits to the MPL Account from a closed Windstream account in the amount of \$576.06.

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

Motion was made to transfer \$576.06 from account Income:Misc. Source:Other (L2770) to Expense:Telephone (L7410.420).

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

Motion was made to approve vouchers 2023-07-94 through 2023-07-103 in the total amount of \$2,912.60.

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

Motion was made to approve deposits to the BOT Account from a patron donation of \$250.00.

Motion: Alicia Zysman-Cromwell, Unanimously Approved

The posted Abstract and Financial Report for this meeting have been slightly updated since posting on the website on Friday.

**Corresponding Secretary:** (Nipa Armbruster)

Nipa and Kelly went to Lima Primary to inform the students about the Library's Summer Reading Programs.

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

Mary and Alicia met with Lyla to discuss the 2024 budget priorities.

A possible addition to the budget could involve creating another position to handle adult programming in line with the Long Range Plan. The Cost of Living Adjustment for all staff was also discussed.

A possible reduction in budget could be from discontinuing the Mendon Drop Box. This is costing the library about \$1.25 per item returned. This may save the Library around \$2,500. It was felt either increase awareness of the book drop by changing location within the lobby or remove it. Input from patrons and the town will be assessed and notification of removal will take place well in advance.

Savings will also be seen because of the change in computer managed services from SkyPort to MCLS which is free.

Fine free for all patrons is also being considered since some neighboring libraries are already have started that initiative and more may move in that direction in the coming year. It would cost MPL about \$3,500.

The Committee will meet and go over a draft budget before the next meeting.

**Policies Committee Report:** (Lyla Grills)

The policy committee has not met since the last meeting. No policies have been reviewed or drafted. The computer use policy needs revision especially to lessen the wording. Lyla will mail some samples of other policies for the committee to look at.

The Blood Borne Pathogen Policy and Hazardous Communication Policy needs to be created. The need for this policy was highlighted when the staff training for this policy occurred.

**Long Range Plan Committee Report:** (Tom Dooley)

The Long Range Plan had a meeting regarding creating a foundation. They are in the process of figuring out the goals and gathering questions for future meetings.

The Outreach to high density housing, funding to enhance adult services, and outreach to seniors was headed by Lyla. Outreach to seniors is ramping up. Lyla is going to Pinehurst to do a book talk and remote check out. We are continuing our drop off and pick up service to Pinehurst. Would like to have a welcome packet for new residents in the future. Also having a table at the Festival at the Falls and a Composting Fair in Perinton.

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

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

- The May statistics showed a 9% increase in circulation and a large increase in visits of 149% over May 2022.
- Lyla attended some meetings including a meeting at Newman-Riga because of book challenges. There were about 60 people in attendance. All board members read and talked about the book.
- The 2023 SRP started on June 22 with an opening party by Rich the Magic Man.
- We were awarded a \$1,500 Harold Hacker Grant to create "Diverse Voices Book Discussion Kits" These would include 10 books with a reading guide in a bag.
- This week is the 12th anniversary of the library building's opening in 2011.
- Lyla will attend the United Way's Nonprofit summit on June 27th and the OWWL Library System's Small Libraries Symposium on July 8th.
- The Friends Annual Appeal is underway.
- The Friends facilitated the purchase of toys using the May K. Houck. Foundation Grant.
- The Friends are also purchasing 2 additional hotspots for circulation for a total of 5.
- This year the library has purchased 14 different VIP Passes and 4 Empire Passes for circulation.
- The NOVELny program lost its funding and will end on June 30th.
- NYLA changed its dues structure. There is no longer a rate for the library system; each library is now responsible for paying.
- The MCLS cost share for MPL for 2024 is \$13,400, based on population.

Motion was made to move the next meeting to Monday, July 24th at 7pm at the MPL.

Motion: Alison Zero Jones, Unanimously Approved

**Town Report:** (Cynthia Carroll)

- The Town is not changing the tennis court lines to include the pickle ball lines.
- The Town is working on fixing the spray park and will remain closed until then. There was a meeting regarding the spray park tonight and the surface needs to be taken off and repaired.
- The military memorial was a very nice service for all.

**Public Comment:** (Danny Bassette)

Wordpress, which MPL uses for its website, has different levels of access that might lend itself to document sharing.

Regular Meeting adjourned at 8:33pm.