

**Mendon Public Library Board of Trustees**  
**Regular Meeting**  
**Monday July 24, 2023, 7:00 p.m.**  
**Mendon Public Library**

**Approved**

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

**Excused:** Katie Corey,

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

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

**Public Comment:** None

**Town Report:** (Cynthia Carroll)

The Spray Park has had work performed. Sealer has been removed and a new sealer will be reapplied. Once approval of an engineer is complete the park will reopen.

The Town Board passed a resolution for a reserve fund for the purchase of library computers and will have an account line. It can be only be used for computers. Clarification was made that the reserve fund can be used for software as well.

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

Motion was made to approve the minutes from the June 26, 2023, Mendon Public Library Board of Trustees Meeting with the correction of who presented the minutes.

Motion: Alison Zero Jones                      Second: Tom Dooley                      Unanimously Approved

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

Thank you for all the work that has been accomplished by the board over the past month. We will go into executive session during the meeting to discuss the directors review.

**Corresponding Secretary:** (Nipa Armbruster)

A note of appreciation was sent to Nadette Jacob and Jules Zysman for their donation.

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

The Financial Report of the MPL Board of Trustees was distributed for the July 24, 2023 meeting. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustees' account balances, deposits, and payments.

Motion was made to approve vouchers 2023-08-104 through 2023-08-120 in the total amount of \$6,273.94.

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

Motion was made to approve deposits to the MPL account from fines and copies of \$540.85 and from FFRPL - Hacker Grant of \$1,500.00, totaling \$2,040.85.

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

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

Mary, Alicia, Lisa and Lyla met to discuss the 2024 budget. The meeting was productive and resulted in the budget that will be presenting later in the meeting.

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

No report.

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

No report.

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

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

- The 2023 Summer Reading Program is almost over and has been very busy. We have had some great volunteers that used their talents. Mrs Zauski a retired art teacher and Mrs Schober a retired elementary teacher have lead two weekly programs and that have been much appreciated.
- Circulation this month has gone down slightly over last year. Other statistics are much improved over last year, such as Library visits doubling.
- Lyla attended the United Way Non-Profit Summit and made many connections for possible programs. Also the OWWL Small Libraries Symposium was attended and came back with many new ideas.
- The Friends of MPL Annual Appeal is underway and has been a success with over 100 donors at this point.
- The library has received five new 5G hotspots with monthly service supported by of the Friends.
- Lyla gave a book talk at Pinehurst overviewing a few new books and taking the computer for remote check out. Another talk will happen in September.
- Lyla participated in a Compost Resource Fair hosted by Assemblymember Lunsford and County Executive Bello with the remote check out system.
- The HFLM Kiwanis is sponsoring the Kona Ice truck for the SRP Closing Party.
- The Library will host a booth and pop-up library at the Festival at the Falls as well as participate in the Fall Weekend Parade and the Christmas Parade.
- Exterior windows are scheduled to be cleaned and our custodian will clean the interior of the windows.

- The town is doing some prep work on the exterior half stone wall.

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

The 2024 Budget was reviewed.

- There was one change since the 2024 budget was posted. The town was informed that the Medical and Dental is expected to go up and therefore our budget line has increased from \$11,000 to \$14,000.
- It was proposed to give all personnel at 3% COLA with the exception of the minimum wage position of Page that will be increasing per NYS and the Custodian which will receive a Market Increase.
- Proposing an increase in the personnel budget beyond the COLA increase. The library is having an increase in circulation and visits adding the the workload of the clerks. Also the increase in outreach and programing along with training would require more personnel time. Would like to seek approval for a Librarian Trainee position or alternatively add more clerk hours. A Librarian Trainee is a non-competitive civil service position whose applicants are enrolled in a Library Science Graduate Program. A Librarian Trainee will be able to help with a number of grants and would possibly help in leadership succession planning. A drafted budget line of 12hr per week with a \$18 per hour rate included.

Motion was made to classify a Library Trainee position.

Motion: Alison Zero Jones                      Second: Tom Dooley                      Unanimously Approved

- Cost share to MCSL is \$13,400 for 2024. The drafted budget does not have much in terms of Tech Services or Hardware/Software because of the new computers systems recently purchased and using LAS/MCLS for free Tech Services.
- Lyla would like to use the unexpended fund balance to fund the reserve computer fund newly created by the Town. The Trustee Book Club indicated that 5-10% of the budget should be in the unexpended fund balance.
- Library Materials showed a little increase overall to deal with inflation with a decrease in Books on CD and DVDs. The FFRPL Grant is expected to continue next year. It is also defined in the MCLS Memorandum of Understanding that at least 10% be spent on Overdrive content.
- Utilities and Telephone budgets were adjusted to approximate next year's costs.
- The training budget will still pay for Lyla's certificate program along with some local conferences.
- The merits of the Mendon Book drop were discussed. The book drop costs the library approximately \$2,500 per year between staff hours and mileage reimbursement. We typically collect less than 40 books per week. It was felt that there was not enough benefit for the cost of the book drop. Lyla will formulate a communication plan to the public and removal of the book drop.

Motion was made to discontinue the book drop at Mendon Meadows at the end of 2023.

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

- The budget also reduces the income from fines and copies. This leaves the ability to eliminate late fines for all items. Henrietta, Rush and RPL have eliminated fines for all items and Pittsford has eliminated for Juv & YA items. It was felt that it would raise positive feelings for the library and

reduce time spent on collecting fines. As part of the 2024 budget the board leaves approval of any additional initiative for 2024 after town approval of the budget.

- It was felt that storage of the *Honeoye Falls Times/Sentinel* should be discontinued. The Honeoye Falls – Town Of Mendon Historical Society has all the same newspaper issues that we have on microfilm.

Motion was made to discontinue storage of microfilm at Biel's.

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

- It was proposed that the Saturday summer hours should be the same as the same year round and would increase the budget by ~60 clerk hours.

**Executive Session began at 8:19p**

**Ended Executive at 8:34p**

**Director Review:** (Alison Zero Jones)

The in-person component of the director review will take place tomorrow with Tom, Nipa and Alison. The Director raise for 2024 of \$1,458, equating to a 2.0% increase.

**2024 Budget:** (Alison Zero Jones)

The use of the computer hardware reserve fund was discussed. It was proposed that monies be transferred from the unexpended reserve fund this year and next year a yearly amount would be included in the budget.

The draft 2024 budget will be increased by the amount of the Directors raise.

Motion to approve the draft 2024 budget for the Mendon Public Library of \$398,200 for the real property tax and a total budget of \$406,400.

Motion: Alison Zero Jones                      Second: Tom Ochsenhirt                      Unanimously Approved

**Public Comment:** None

Regular Meeting adjourned at 8:43pm.