

Mendon Public Library Board of Trustees
Regular Meeting
Monday December 4, 2023, 7:00 p.m.
Mendon Public Library

Approved

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

Excused: Alicia Zysman-Cromwell

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

Meeting was called to order at 7:03pm by Alison Zero Jones.

Public Comment: None

Town Report: (Cynthia Carroll)

- The fire protection district contracts were signed at the last meeting.
- The 2024 Town of Mendon Budget was finalized.
- The Mendon Youth Center Code of Conduct was discussed.
- The Menorah lighting is scheduled on the 11th at 6pm.
- The holiday schedule for the Town Hall and Highway Department was approved.
- In response to a question it was point out that there is a \$20,000 budget in the 2024 Town Budget for exterior painting.

Approval of Minutes: (Alison Zero Jones)

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

Motion: Alison Zero Jones Second: Nipa Armbruster Unanimously Approved

President Report: (Alison Zero Jones)

The 2024 budget and election of officers will be the major items for this meeting.

Alison encourages all Board Members to attend a Town Board Meeting in the coming year. Tom O., Lyla and Alison attended the previous meeting, and it was a positive experience to gain insight into the Town priorities and issues.

A reminder was given to fulfill the training requirements that are due by the end of the year.

Treasurer’s Report: (Alison Zero Jones)

The Financial Report of the MPL Board of Trustees was distributed for the December 4, 2023, regular meeting. The Library’s account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustee’s account balances, deposits, and payments.

Motion was made to transfer funds between accounts according to the according to the following table:

Transfer From:			Transfer to		
Account	Number	Amount	Account	Number	Amount
Youth Books	L7410.401	\$ 61.00	Adult Books	L7410.400	\$ 61.00
Periodicals	L7410.404	81.00	Database Subscriptions	L7410.405	81.00
Visiting Artists	L7410.409	10.00	Tapes	L7410.407	10.00
Office Supplies	L7410.410	250.00	Custodial Supplies	L7410.455	250.00
Xerox	L7410.440	250.00	County Card Fee	L7410.445	250.00
	Total	\$ 652.00		Total	\$ 652.00

Motion: Alison Zero Jones Second: Tom Ochsenhirt Unanimously Approved

Motion was made to approve vouchers 2023-12-190 through 2023-12-211 in the total amount of \$7,086.16.

Motion: Alison Zero Jones Second: Mary McCabe Unanimously Approved

Motion was made to approve deposits to the MPL account from fines and copies of \$530.56.

Motion: Alison Zero Jones Second: Tom Dooley Unanimously Approved

It was pointed out that the Budget vs. Actual for the end of year has placeholders for the bills that are expected be received and will be included in 2023 budget.

Corresponding Secretary: (Nipa Armbruster)

A thank you note was sent to a patron in regard to a donation.

Finance Committee Report: (Alison Zero Jones)

The main thrust for the next few months will be the goals for the 2025 budget. The Long-Range Plan objectives should also be included in these discussions.

Lyla, Alison and Tom went to the Town Board Meeting and gave the rationale behind needing the new Library Trainee staff position that had been mistakenly left off the 2024 budget. The Town rapidly worked to address the issue to include the personnel line and will fund it from the town unexpended fund

balance. The expense lines are now as they were submitted. The tax revenue remained reduced due to using \$20,000 from the library unexpended fund balance.

The 2024 budget also included increase in the clerk personnel budget line by a 3% COLA increase to \$17.00-\$19.14 per hour along with the lowest clerk raised to near \$17.00 per hour slightly more than the 3% COLA raise. The page pay rate will increase with minimum wage to \$15.00 per hour. The cleaner wage will increase to \$16.00 per hour.

The budget also included extending the summer hours and having the library open at the same hours as the rest of the year. It also included eliminating all fines.

Long Range Plan Committee Report: (Tom Dooley)

The committee is sending a survey out in January. They have reviewed the committee feedback and are finalizing the questions. The next meeting is next Monday.

Policies Committee Report: (Lyla Grills)

Nothing to report.

Director's Report: (Lyla Grills)

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

- The library is decorated for the holidays with a collaboration of staff, teen volunteers, friends, and patrons. A staff member led a teen group to decorate the library and patron Carrie Oderman created a wonderful gingerbread replica of the new and old libraries.
- MPL will take part in the HF Fireman's Christmas Parade for the first time. Elephant and Piggie will appear in the back of a truck.
- There are two NYS legislative meetings this month with Senator Helming and Assembly Member Lunsford.
- The MPL logos were cleaned up by a local graphic designer, Patty McGuire.
- At the November 16th Staff Training bright spots were mentioned.
- MPL will host a Cozy Little Art Show again. The Friends purchased canvases and the library will give them out to interested patrons. The show will be on January 15th with hot chocolate poured by the Kiwanis.
- Kelly P wrote a summary of the many children's, teens and adult programs held at the library during the month of November.
- The Mendon Public Library Book Drop in Mendon Meadows Mall was discontinued at the end of November. This service was stopped due to the high price of staffing to retrieve 30-40 books per week.

OLD BUSINESS

MPL Close Dates and Board of Trustee Meeting Dates: (Lyla Grills)

The proposed close dates were given. The closure on April 8th for the eclipse was discussed along with library eclipse programming and eye glass protection distribution.

Motion was made to approve the following Mendon Public Library 2024 Close dates and Board of Trustees 2024 Meeting dates:

2024 Date	Event
Monday, January 1 st	New Years
Saturday, March 30 th	Easter Weekend
Saturday, April 8 th	Eclipse
Thursday, May 23 rd (9am-1pm)	Staff Training
Saturday, May 25 th & Monday, May 27 th	Memorial Day Weekend
Thursday, July 4 th	Independence Day
Saturday, August 31 st & Monday, September 2 nd	Labor Day Weekend
Thursday, November 14 th (9am-1pm)	Staff Training
Wednesday, November 27 th (1pm-8pm), Thursday, November 28 th & Friday, November 29 th	Thanksgiving
Tuesday, December 24 th & Wednesday, December 25 th	Christmas
Tuesday, December 31 st	New Years
Saturday Hours 9am-3pm (all year)	

BOT Meeting Dates (Monday unless noted)	
January 2nd (Tuesday)	July 1st
February 5th	August 5th
March 4th	August 26th
April 1st	October 7th
May 6th	November 4th
June 3rd	December 2nd

Motion: Alison Zero Jones

Second: Tom Ochsenhirt

Unanimously Approved

NEW BUSINESS

Computer Reserve Fund: (Lyla Grills)

Discussion was held about where the coming years monies for the computer reserve will come from as well as how much the library should be held in the unexpended fund balance. It was felt that the monies from the computer fund be included in future budgets.

Motion was made to approve transfer of \$10,000 from the library unexpended fund balance to the computer reserve fund.

Motion: Alison Zero Jones Second: Tom Dooley Unanimously Approved

Librarian Trainee: (Lyla Grills)

The Librarian Trainee position is aimed at a current clerk that is currently enrolled at UB in the MLS program

Motion was made to approve the promotion of Matt Filipski from clerk to Librarian Trainee at \$18.00 per hour.

Motion: Alison Zero Jones Second: Nipa Armbruster Unanimously Approved

Fine Elimination: (Lyla Grills)

Motion was made to approve the elimination of all fines at Mendon Public Library beginning January 1, 2024.

Motion: Alison Zero Jones Second: Nipa Armbruster Unanimously Approved

BOT Member Terms: (Lyla Grills)

Motion was made to approve the following Officers of the Mendon Public Library Board of Trustees for 2024:

President	Mary McCabe
Vice-President	Tom Ochsenhirt
Treasurer	Alison Zero Jones
Secretary	Katie Corey

Motion: Alison Zero Jones Second: Mary McCabe Unanimously Approved

Public Comment:

The Town Board Meeting is recorded and available via YouTube.

The School Board reviews the committees for any changes of members at the beginning of the year and makes any adjustments or changes.

Regular Meeting adjourned at 8:16pm.