

Mendon Public Library Board of Trustees
Regular Meeting
Monday February 5, 2024, 7:00 p.m.
Mendon Public Library

Approved

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

Excused: None

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

Meeting was called to order at 7:00pm by Mary McCabe.

Public Comment: None

Town Report: (Cynthia Carroll)

- The most recent Town Board Meeting involved renewing contracts and approving policies.
- The Highway Department will be plowing the parking lot and Kevin will be shoveling and salting the doorway.
- The Town officials were invited to the new restaurant in Mendon, Cafe Erin.
- Michelle Booth is planning another mobile mammogram and recycling event in the town.
- Mary Fletcher is hired temporary half time through the end of 2024 as the Finance Officer and will be handling HR. Jim Merkze is currently the secretary for Town Supervisor, John Moffitt.

Approval of Minutes: (Mary McCabe)

Motion was made to approve the minutes from the January 2, 2024, Mendon Public Library Board of Trustees Meeting.

Motion: Tom Dooley

Second: Alicia Zysman-Cromwell

Unanimously Approved

President Report: (Mary McCabe)

All trustees have completed their required 2 hours 2023 training.

The bank signature card will be signed by the President. The Treasure was previously the president and had signed the card.

Treasurer's Report: (Alison Zero Jones)

The Financial Report of the MPL Board of Trustees was distributed for the February 5, 2024 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.

After a discussion, the proposed transfers in The Financial Report was tabled until next meeting. It was unclear the purpose of the transfer by the Town and some clarity was needed before approval.

Motion was made to table the approval of the transfer of funds to clarify why the town changed the transfer from the unexpended fund balance approved by the BOT to the operating budget.

Motion: Tom Dooley Second: Katie Corey Unanimously Approved

Motion was made to approve vouchers 2024-02-07 through 2024-02-23 in the total amount of \$7,853.28.

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

Motion was made to approve deposits to the Town of Mendon account, Library budget line, from fines and copies of \$225.48.

Motion: Alison Zero Jones Second: Tom Dooley Unanimously Approved

Motion was made to approve deposits to the MPL/BOT account from two donations totaling \$50.00.

Motion: Alison Zero Jones Second: Tom Dooley Unanimously Approved

A \$30,000 grant (Grant in Aid) given from the State through the County for a teen area and support for that area. It was discussed what was the best account to deposit and track expenditures.

Motion to accept the check for \$30,597.00 from Monroe County. Legislature Grant in Aid to be deposited as unexpected revenue in the L3842 Grant Account and \$597.00 online fines to be deposited in the L2082 Library Charges Account and the creation of a new expense line to track expenditures of the Teen Corner Project.

Motion: Alison Zero Jones Second: Tom Ochsenhirt Approved; 6 approved, 1 descent

Corresponding Secretary: (Nipa Armbruster)

Correspondence from Mo Williams to Kelly Paganelli was read.

Finance Committee: (Alison Zero Jones)

Nothing to report.

Policies Committee: (Lyla Grills)

Nothing to report.

Long Range Plan Committee: (Tom Dooley)

Foundation Formation Committee: (Tom Dooley)

The Foundation Formation Committee will be sending out a survey soon.

Director's Report: (Lyla Grills)

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

- The Director's Retreat meeting was attended. The director of MCLS, Patty Uttaro is retiring and a national search will commence. The role of the library over the past decade has shifted.
- MPL has been giving out eclipse glasses to card holders.
- NYLA Advocacy Day is Feb 7th in Albany. All are invited to attend. A review of this years funding of libraries from the state was reviewed.
- An article regarding teens in the library was distributed and how it relates to our library with the new teen area.
- There have been a couple of meetings with designers regarding the teen area and computer area. They are going to return with specific design ideas.
- 2023 statistics were given. MPL went up 85% in library visits over 2022.

OLD BUSINESS

Mendon Book Drop: (Lyla Grills)

The Mendon Book Drop was decommissioned at the end of November. It currently is sitting in the lobby of Mendon Meadows taped with signage and unused. The book drop was originally not purchased by the town and taxpayers monies. The a local library in interested in acquiring it.

Motion was made to approve the gift of the current Mendon Book Drop to another library.

Motion: Alison Zero Jones Second: Mary McCabe Unanimously Approved

Committee Assignments: (Lyla Grills)

The committees and assignments were discussed. It was felt that a Personnel Committee should be added. The following committees were assigned:

Budget Committee:

Nipa Armbruster, Alison Zero Jones, Alicia Zysman-Cromwell

Policy Committee:

Mary McCabe, Tom Ochsenhirt, Alison Zero Jones

Long Range Planning Committee:

Katie Corey, Tom Dooley, Mary McCabe

Foundation Foundation Committee:

Katie Corey, Tom Dooley, Tom Ochsenhirt

Personnel Committee:

Nipa Armbruster, Katie Corey, Alison Zero Jones, Alicia Zysman-Cromwell

NEW BUSINESS

New York Libraries Annual Report: (Lyla Grills)

The Annual Report is due March 1st before the next BOT Meeting. It was discussed how best for the Trustees to review the document before the due date.

Grant-in-Aid Project: (Lyla Grills)

A more concise plan for the area will be forth coming. It will involve a seating area for the teens and new computer tables.

Public Comment:

None

Regular Meeting adjourned at 8:34pm.