

Mendon Public Library Board of Trustees
Regular Meeting
Monday April 1, 2024, 7:00 p.m.
Mendon Public Library

Approved

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

Excused: Alison Zero Jones, Katie Corey

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

Meeting was called to order at 7:02pm by Mary McCabe.

Public Comment: None

Town Report: (Cynthia Carroll)

- Semmel Road Playground is getting new rubber mulch.
- Brush pickup is scheduled to start April 22.
- The contract with MRB Engineers has been approved for the extension along 251 west and 64 north of the hamlet.
- The Town is changing to ADP for Payroll and HR from an internal Financial Officer position. Laura Landers will be hired as a contractor to handle the town books.

Approval of Minutes: (Mary McCabe)

Motion was made to approve the minutes from the March 4, 2024, Mendon Public Library Board of Trustees Meeting with amendments for clerical errors.

Motion: Tom Dooley

Second: Alicia Zysman-Cromwell

Unanimously Approved

President Report: (Mary McCabe)

Lyla updated the board on the town change to ADP for Payroll and Human Resources and Laura Landers for bookkeeping from the internal town finance officer position. The Finance Officer will not be replaced when Mary leaves after the switchover May 1st. Laura Landers has a consulting service which will take over the bookkeeping, updating the town to Quickbooks. Michelle Booth will serve as her contact within the town and procedures will be adjusted to fit the new procedures.

Treasurer's Report: (Alicia Zysman-Cromwell)

The Financial Report of the MPL Board of Trustees was distributed for the April 1, 2024 regular 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 The Financial Report of the Mendon Public Library for April 1, 2024.
Motion: Alicia Zysman-Cromwell Second: None Unanimously Approved

Motion was made to approve use the Rochester Area Community Foundation - Hallowell Fund for the Summer Reading Program.
Motion: Alicia Zysman-Cromwell Second: Tom Ochsenhirt Unanimously Approved

It was also noted that Alison and Lyla submitted the 990N to the IRS for 2022 and 2023. This is a form for nonprofits that bring in revenue less than \$50,000.

Corresponding Secretary: (Katie Corey- Absent)

No report.

COMMITTEE REPORTS

Foundation Formation Committee: (Tom Dooley)

Tom D thought the survey should be sent back to the committee for any changes and then it will be sent out after the next committee meeting.

Long Range Plan Committee: (Tom Dooley)

A meeting is set up on April 15, 2024 to review the current Long Range Plan for the status of items and fulfilling the needs of the library.

Finance Committee: (Alison Zero Jones - Absent)

It was decided that at next month's meeting a decision of when the first of the budget committee meetings should be held. Last year the budget was approved and submitted to the Town on July 31.

Policies Committee: (Lyla Grills)

The Volunteer Policy was distributed to the Board for approval after approval of the policy committee.

Motion was made to approve the Volunteer Policy.

Motion: Mary McCabe Second: Alicia Zysman-Cromwell Unanimously Approved

The next policies that will be reviewed will cover the topic of circulation. There are a couple changes that need to be addressed which include no fines for Mendon adult items and auto renewal on the organization level.

Director's Report: (Lyla Grills)

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

- Lyla is on the NYLA Awards Committee that is responsible for choosing award recipients. This participation leads to a better understanding of the selection process.
- Kelly Paganelli will be awarded the State Assembly's Women of Distinction Award on April 20th.

- Our short-term parking sign is being repaired by the town after being knocked over.
- The 2050 eclipse glasses received via a grant were given out until they ran out on March 26th. The Village and MCLS sent over some glasses to the library to continue to give to patrons. The Friends also gave the staff eclipse t-shirts.
- Interviews are in progress for the new staff position.
- The hold shelf has been moved to behind the circulation desk in anticipation of the space needed for the new teen corner. It provides the added benefit of increasing the privacy for patrons.
- Lyla is participating in the committee to review the MCLS Member Libraries' Document of Understanding for 2025-27.
- The Friends of the MPL Annual Spring Flower Sale is currently accepting orders. The delivery date is the Saturday before Mother's Day.
- Kelly has many things planned this month for children. One talk for adults on Misinformation was highlighted with a local presenter.
- The number of library visits seem to be up substantially from the pre-pandemic numbers. The number of item circulations including renewals is holding at the level over the last four years although electronic circulations have increased the proportion of circulations.

OLD BUSINESS

Grant-in-Aid Project: (Lyla Grills)

Three proposals were shown of the proposed teen corner. Currently, Workplace Interiors is most favorable with a competitive price and service. It was thought that less is more with one booth, four computer tables and chairs, and 8 chairs to replace those in the study rooms. The other proposal is from Design Space which will probably be quoted as higher price. Demco was also priced out with similar items.

Two audio visual vendors also came out to the library and looked at the space. Lyla suggested putting a 65 or 80" large screen on the north wall of the Jacobs Reading Room between the windows replacing the current large screen on a cart with computer. A portable PA system was also looked into.

FFRPL Grant: (Lyla Grills)

Acceptance of the FFRPL Grant check was tabled until next meeting to have the check in hand.

NEW BUSINESS

None

Public Comment:

None

Regular Meeting adjourned at 8:15pm.