

Mendon Public Library Board of Trustees
Regular Meeting
Monday May 6, 2024 7:00 p.m.
Mendon Public Library

Approved

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

Excused: Tom Dooley,

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

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

Public Comment: None

Town Report: (Cynthia Carroll)

- Youth Center is closing on May 10th
- The spray park will open before Memorial Day.
- May 13th there is a Town meeting to discuss a moratorium on cannabis stores in the town.

Approval of Minutes: (Mary McCabe)

Motion was made to approve the minutes from the April 1, 2024, Mendon Public Library Board of Trustees Meeting.

Motion: Alicia Zysman-Cromwell Second:Katie Corey Unanimously Approved

President Report: (Mary McCabe)

The Monroe County Attorney researched the requirements and decided that the sexual harassment and bullying training was not needed for library board of trustees members. It could be continued for those that wish but not required.

It was decided to reserve a pavilion at Mendon Ponds Park for a library picnic at the end of September.

Treasurer's Report: (Alison Zero Jones)

The Financial Report of the MPL Board of Trustees was distributed for the May 6, 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.

Motion was made to approve deposit of the Friends & Family of the Rochester Public Library of \$9,265.61

Motion:Alison Zero Jones Second: Mary McCabe Unanimously Approved

Motion was made to approve The Financial Report of the Mendon Public Library for May 6, 2024

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

Corresponding Secretary: (Katie Corey)

A thank-you note was sent to Deb O'Brian for a donation.

COMMITTEE REPORTS

Finance Committee: (Alison Zero Jones)

Last year the budget was approved and submitted to the Town on July 31 so the BOT would have to approve the budget on the July 1st meeting or with the town's permission at the August 5th meeting. The first budget meeting was scheduled for Monday, May 13th at 7pm to go over priorities and the first draft of the budget.

Policies Committee: (Lyla Grills)

The Circulation Policy was distributed to the Board for approval.

Motion was made to approve the Circulation Policy as presented with the additional changes of paragraph 3 will be "minors 0-17 years old", and under the Borrowing and Materials section, Paragraph 3 will be "generally there is no limits to the number of materials a card holder may take out" and the Borrowing and Materials section, Paragraph 4, first sentence "loan periods and fines very based on the policy of the library that owns the item".

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

Lyla will distribute the Book Drop and Payroll Processing Policies to the Policies Committee.

Long Range Plan Committee: (Mary McCabe & Katie Corey for Tom Dooley)

At the last meeting they found that the library had met many of the goals the Long-Range Plan had outlined. It was felt that some of the goals were ongoing, and some language was shifted for some goals.

Foundation Formation Committee: (Mary McCabe for Tom Dooley)

The survey for the Foundation was sent out by Lyla. Not many responses currently but two did respond about the foundation. Tom Ochsenhirt's daughter is on the Foundation committee at Penfield and will find out more information regarding their Foundation. Causewave will have grants available from the beginning of 2025 and may help in this area.

Director's Report: (Lyla Grills)

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

- The Town has purchased and installed a new flag and rose bush.
- The NYS Budget was passed with a 4.5% increase in State Aid for Libraries. The NOVELny database is being funded again in 2025.
- The MCLS Budget for 2025 was presented to the Director's Council and will represent a 1.5% increase in cost shares. There will be no charge for library cards or barcodes in the future. We will also be getting the digital streaming service Kanopy for Monroe County. The digital content team will be meeting to determine what access MCLS will have.
- NYS Education Department released a decision in the Moms for Liberty case to retain challenged books in a school library. It affirms the obligation and right of libraries to provide access to diverse collections.

- NFP will be migrating our phone service to an IP server and Clearly from our service with Frontier giving a large savings. The fire alarm will remain on the copper wire until the town changes the service.
- The Friends flower sale pickup is happening this weekend.
- Lyla has one course left in the Financial Management for Public Libraries Program.
- Staff received training in violence in the workplace and active shooter.
- Staff Training Day is on May 23. The library will be closed from 9am-1pm. We will go over the Summer Reading Program 2025 and evaluate the space in the library.
- The Handbook for Library Trustees of NYS is now online.
- Kelly performed a diverse book evaluation using a tool that has been used for many years.
- There were many great programs in April. There are many prizes to give away for the Summer Reading Program.
- The Friends received a gift from the May K. Houck Foundation of \$4,000 and a new donor from the RDG Foundation.
- Lyla would like to have a budget for volunteer recognition. Kelly is currently creating small gifts for the volunteers.
- Library visits are up in April and Total circulations are at pre-pandemic levels.

OLD BUSINESS

Grant-in-Aid Project: (Lyla Grills)

Three quotes were shown of the proposed teen corner.

DAVE Audio and Functional Communications were brought in for quotes regarding installing a larger display screen, sound and solid state computer input. The screen would be mounted on the wall where a current smaller one is mounted. The current monitor will be mounted in a study room for use as video conference device. The quotes were distributed and shown with equal equipment. Shades for the adjacent four lower windows were included in the quote. Lyla will go back to Functional Communication regarding the higher quote. A motion to purchase was tabled until next meeting.

Quotes were distributed for the teen corner furniture. Workplace Interiors is most favorable with a lower price and better service. The quote contained one booth, four computer tables and chairs. The other proposal is from Design Space which is quoted as higher price with an unfavorable design. Demco was also priced out with similar items.

Motion was made to approve the library moving forward with contracting Workplace Interiors for purchase of the teen corner furniture including a booth, four desks and chairs from Workplace Interiors for \$11,235.22.

Motion: Alison Zero Jones

Second:Katie Corey

Unanimously Approved

NEW BUSINESS

Summer Saturday Hours: (Lyla Grills)

Would like to extend our hours from 9am-12pm to 9am-3pm. They would then be consistent year round.

Motion was made to approve the MPL's summer Saturday hours from 9am to 3pm.

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

Clerks: (Lyla Grills)

Two new clerks were hired to fill in the leaving of current clerk and the extension Summer Saturday hours.

Motion was made to approve the hiring of two clerks Jonathan Auyer and Lori Mugnolo at \$16.00 per hour.

Motion: Alison Zero Jones Second: Tom Ochsenhirt Unanimously Approve

Directors' Meeting (Lyla Grills)

Lyla is hosting the June 5th Directors Meeting and would like to have funds to furnish refreshments.'

Motion was made to approve spending up to \$100 to cover expenditures for the Directors Meeting in June.

Motion: Alison Zero Jones Second: Tom Ochsenhirt Unanimously Approve

Public Comment:

It was commented about the loudness of the teens.

Regular Meeting adjourned at 8:27pm.