

Mendon Public Library Board of Trustees
Regular Meeting
Monday June 3 2024, 7:00 p.m.
Mendon Public Library

Unapproved

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

Excused: Nipa Armbruster,

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)

- The sidewalk project in Mendon is progressing.
- The spray park is open. Many positive comments were shared.
- A moratorium on smoke shops was passed, will be in effect for up to 6 months, and will grandfather in current stores.
- Pat's Pigs opened in Mendon.

Approval of Minutes: (Mary McCabe)

Motion was made to approve the minutes from the May 6, 2024, Mendon Public Library Board of Trustees Meeting.

Motion: Mary McCabe

Second: Tom Ochsenhirt

Unanimously Approved

President Report: (Mary McCabe)

The review of the Director was discussed. Input from board and staff will be surveyed with a previously used google document. It was decided that Lyla would send out the link to staff via email with preface that it is a confidential survey that was created by the BOT and results will go directly to the Board. The survey should not affect the proposed 2025 budget.

A personal story was shared regarding how a bathroom poster helped someone with a domestic violence situation.

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 accept the payment of claims for vouchers 2024-06a-68 to 2024-06a-75 totaling \$1,710.74 and vouchers 2024-06ab-76 to 2024-06b-87 totaling \$7,751.71.

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

Motion was made to accept the MPL deposits in the amount of \$277.74, the BOT deposit of \$30.00 and BOT payment in the amount of \$143.00.

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

Corresponding Secretary: (Katie Corey)

A thank-you note was sent to Lynn Minderman for the donation.

COMMITTEE REPORTS

Budget Committee: (Alison Zero Jones)

The Budget Committee met and two independent proposed budgets were presented. They were very similar with only minor differences. There was a budgeting decrease in utilities and a COLA increase in the staff line along with a possible market adjustment for a staff member. Overall, an increase of less than 3% was estimated. The Budget Committee will meet on June 18th to finalize any issues.

It also came up that there may be extra in the 2024 budget that could be used for a security system upgrade.

Policies Committee: (Lyla Grills)

The Payroll Policy has not been sent out for review yet due to the new payroll system procedure not being solidified.

Long Range Plan Committee: (Tom Dooley)

Last meeting we marked four items completed and moved some of the dates for other items.

Foundation Formation Committee: (Tom Dooley)

Only two disparate responses were received for the foundation survey. Lyla will send out a reminder about the survey in order to gather more responses. There were a few responses email to Lyla saying that their libraries did not have a foundation. The survey went out to about 20 libraries.

Personnel Committee: (Lyla Grills)

There was a discussion about who was on the committee.

Director's Report: (Lyla Grills)

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

- Furniture for the Teen corner will be delivered on June 21st. A new glass top for the red door table was purchased along with some other auxiliary items and lights for the window. A menstrual product dispenser was also purchased.

- A refresh of the bathrooms is taking place with new step stools, trash cans, signs and painted accent pieces.
- The hold shelf was moved behind the circulation desk and the Friends Book Sale will move back to the old hold shelf.
- The staff training morning allowed us time to look at the placement of furniture. There was also a presentation about the refreshed MCLS website from Alicia Gunther. The new staff attended and are integrating well.
- Staff member Deb J donated a walker that is being used regularly.
- The Friends made close to \$1,000 from the flower sale. They are also doing an Annual Appeal mailing this year. The Friends have attracted some new members that have become quite active. Long time member, Nancy Holtby will be stepping down as president.
- Kelly planned over 70 programs for the Summer Reading Program. Our new hire, Lori, a retired teacher, will be running the Wee Wednesdays program.
- At the Mendon Fireman's Carnival Parade Alicia rode the Book Bike and brought many helpers to pass out books. The bike was quite difficult to ride.
- A lodge was booked at MPP for a fall library picnic on September 29th.

OLD BUSINESS

Grant-in-Aid Project: (Lyla Grills)

Functional Communications was asked why the quote for audio visual was higher. He did note that the monitor was rated for a long running time and often do not need any change orders since all items are in stock. It was suggested that the two monitors from the quotes be reviewed for quality and run time. Lyla will get a third quote for this project

Drapery Industries, the previous shade installer, does not have the same color. Functional Communications does not provide the shades whereas DAVE does.

NEW BUSINESS

Director Evaluation:

This topic was discussed previously in the meeting.

Furniture Refinishing: (Lyla Grills)

The Friends may pay for refinishing some of the wooden furniture. A quote from John Bailey in Lima for everything was \$11,000 but can do it piece-by-piece. It was brought up a staff member doing some of the refinishing but disadvantages of that method were also pointed out. Another option is the town. The BOT thought that a piece-by-piece option by John Bailey was the best.

Disposal of Furniture: (Lyla Grills)

A list of furniture was presented for disposal. A discussion of the furniture and the historic nature of the leather chair was held. The plaque will be removed and displayed in the glass case of historic items. The items need to be removed before June 21st.

Motion was made to authorize Lyla to contact the Town, Mendon Youth Center, Girl Scouts and other village groups to determine if there is any interest and authorize disposal of anything that is listed on the furniture for disposal.

Motion: Mary McCabe

Second: Tom Ochsenhirt

Unanimously Approved

Public Comment: None

Regular Meeting adjourned at 8:29pm.