

Mendon Public Library Board of Trustees
Regular Meeting
Monday, November 7, 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, Tom Dooley

Excused: Alicia Zysman-Cromwell

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

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

Public Comment: None

Town Report:

- Smoke shop legislation passed.
- Spray park was closed for season.
- Huge problem with birds in the Town Garage.
- The Library Budget was moved from Tentative to Preliminary Status.

Approval of Minutes: (Tom Ochsenhirt)

Motion was made to approve the minutes from the October 7, 2024, Mendon Public Library Board of Trustees Meeting as presented.

Motion: Alison Zero Jones

Second: Nipa Armbruster

Unanimously Approved

President Report: (Mary McCabe)

A reminder for the BOT to complete the 2hr continuing education credit before the end of the year. Lyla distributed the current status of the Trustees of the credits.

Treasurer's Report: (Alison Zero Jones)

The Financial Report of the MPL Board of Trustees was distributed for the November 4, 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.

A correction of the 2024 10b Abstract to reflect one Baker & Taylor invoice going to the FFRPL budget line instead of the Database budget line. There was no change in the voucher or abstract amount.

Motion was made to accept the Financial Report of the MPL Board of Trustees for the November 4 2024 regular meeting.

Motion: Alison Zero Jones

Second: Mary McCabe

Unanimously Approved

The board received an email from John Moffitt where he pointed out three budget lines that were close to exceeding 100%. It was concluded that the correction in the Abstract 2024 10b eliminated any budget concern.

Corresponding Secretary: (Katie Corey)

Letters were written for gifts in memory of David Lenahan.

COMMITTEE REPORTS

Finance Committee: (Alison Zero Jones)

No meeting was held.

Policies Committee: (Tom Ochsenhirt)

The Policy Committee has not meet this month and has nothing to report. Dates to meet will be determined for 2025.

Long Range Plan Committee: (Tom Dooley)

The Long-Range Plan Committee & Foundation Formation Committee has not met this month and has nothing to report. It was proposed that the 3rd Tuesday of the Month be considered for a committee meeting.

Tom was not at the BOT Meeting when discussion regarding Rochester Area Community Foundation was held. He felt that they did not provide the front end to generate the gifts but provided an accounting option.

Director's Report: (Lyla Grills)

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

- DAVE Audio will install the shades and digital display on Dec 5th. The Town approved the installation.
- We are starting a circulating library of puzzles.
- The Friends are funding branded magnets with the Library hours to distribute to new residents and current residents of current senior apartment complexes.
- The Friends are also funding the staff training lunch and the inclusion of MPL and Curious George in the HF Fireman's Christmas Parade. They are also supporting the decorating the Library for the holidays.
- Lyla is doing a 10-minute check in for staff to give staff a chance to tell what is going well and what is not regarding the library.

- In November we are having an Epilepsy event as well as a strictly teen craft program.

OLD BUSINESS

Security System: (Lyla Grills)

Lyla received a quote from some upgrades and will continue to explore some options.

Board Terms: (Lyla Grills)

Mary McCabe and Katie Corey's terms are expiring at the end of 2024. The Town Clerk did email Mary regarding extending her term she wrote a letter to the Town wishing to her extension. Katie did not receive this email or letter, but proactively wrote a letter to the Town saying that she wished to extend her term.

NEW BUSINESS

Library Officers 2025: (Lyla Grills)

A discussion was held regarding the BOT Officers. A consensus was found for officers to retain their positions through 2025.

Library Closed For Staff Training: (Lyla Grills)

The timing with the staff training field trip and lunch would be easier to open at 2:00 pm instead of 1:00 pm.

Motion was made to approve opening the Mendon Public Library at 2:00pm on November 14, 2024 to accommodate the staff training field trip.

Motion: Mary McCabe Second: Tom Dooley Unanimously Approved

EOY BOT Meeting: (Lyla Grills)

To approve the end of year vouchers a meeting of 2 officers will need to meet.

Motion was made to approve the Mendon Public Library Board Meeting will meeting December 23, 2024 at 6pm.

Motion: Mary McCabe Second: Nipa Armbruster Unanimously Approved

BOT Meeting Dates 2025: (Lyla Grills)

Most dates will be the first Monday of the Month.

The dates are as follows: January 6, February 3, March 3, April 7, May 5, June 2, July 7, August 4, September 8, October 6, November 3, December 1

Motion was made to approve the 2025 Mendon Public Library Board Meeting Dates as listed above.
Motion: Mary McCabe Unanimously Approved

Library Close Dates 2025: (Lyla Grills)

The only change from the previous year's pattern is opening the library for half of New Year's Eve day. The July 4th holiday will include Friday and Saturday.

The dates are as follows: January 1, April 19, May 15 close 9-1, May 24, May 26, July 4-5, August 30, September 1, November 13 close 9-1, November 26 close early at 1:00, November 27-28, December 24-26, December 31 close early at 1:00

Motion was made to approve the Mendon Public Library closing dates for 2025 as listed above.
Motion: Mary McCabe Unanimously Approved

Public Comment: .No comment

Regular Meeting adjourned at 8:34pm.