

**Mendon Public Library Board of Trustees**  
**Regular Meeting**  
**Monday, December 2, 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, Alicia Zysman-Cromwell

**Excused:** None

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

*Meeting was called to order at 7:06pm by Mary McCabe.*

**Public Comment:** None

**Town Report:** (Cynthia Carroll)

- The last town meeting involved approving many public meetings, Town holiday schedule and the ambulance contract.
- There is a Dec 30th Town meeting to do the End of Year Vouchers.
- Health insurance was brought up and it was passed on that the Library Board could purchase the director's health insurance on its own, but the Town would not be changing insurance companies.

**Approval of Minutes:** (Mary McCabe)

Motion was made to approve the minutes from the November 4, 2024, Mendon Public Library Board of Trustees Meeting with the correction of the date in the heading.

Motion: Tom Dooley

Second: Alison Zero Jones

Unanimously Approved

**President Report:** (Mary McCabe)

There are plans to talk to Mary Church, President of the Friends and at the Friends Meeting or outside of the meeting regarding the goal of the Friends and coordination of the Board and Friends.

**Treasurer's Report:** (Alison Zero Jones)

The Financial Report of the MPL Board of Trustees was distributed for the December 2, 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.

There was a relocation of the funds to cover slight overages of a few budget lines as well as the \$4100 was transferred from Equipment Repair, Xerox and Utilities to Hardware. Five thousand dollars was then

transferred from the operating fund, hardware budget line (L7410.230) to the Special (Computer) Reserve Fund (L888).

Motion was made to accept the Financial Report of the MPL Board of Trustees for the December 2, 2024 regular meeting as presented

Motion: Alison Zero Jones

Second: Tom Ochsenhirt

Unanimously Approved

The final end-of-year meeting is scheduled for Dec 23rd at 6:00 pm to approve the remaining 2024 vouchers. Only the President and one officer will need to meet to approve the vouchers at this meeting.

**Corresponding Secretary:** (Katie Corey)

Nothing to report.

## **COMMITTEE REPORTS**

**Finance Committee:** (Alison Zero Jones)

No meeting was held or planned.

**Policies Committee:** (Tom Ochsenhirt)

No meeting was held but meetings will resume in January.

**Personnel:** (Mary McCabe)

Nothing new to report. Mary needs to initiate Lyla's review for 2024.

**Long Range Plan Committee:** (Tom Dooley)

At the next meeting we plan to review the Long-Range Plan for 2024.

The Foundation Exploratory Committee will be held on December 17th. The committee reviewed the organizational document for the Friends with the Foundation in mind and expanding their solicitation of funds. Mary will do some initial outreach.

**Committee Assignments for 2025:** (Mary McCabe)

It was proposed that the following committee assignments for 2024 (\* denotes the committee chair):

Policy: Tom Ochsenhirt \*

Mary McCabe

Alison Zero Jones

Finance: Alison Zero Jones\*

Nipa Armbruster

Alicia Zysman-Cromwell

Personnel: Mary McCabe \*  
Nipa Armbruster  
Alicia Zysman-Cromwell

Long-Range Planning: Tom Dooley\*  
Katie Corey  
Tom Ochsenhirt  
(This committee contains the MPL Foundation Exploratory committee)

**Director's Report:** (Lyla Grills)

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

- The Staff Training Day this fall was a tour of Central Library and was very well received by the staff. The staff interacts often with MCLS and many of the staff have never been downtown. The Friends gave money toward the staff lunch at Dinosaur BBQ.
- The Friends of MPL are participating in ROC the Day on December 3rd.
- The Friends of MPL budget for 2025 includes \$12,000 for library programs plus \$6,00 for other initiatives that they fund for the library.
- The Library is decorating for the Holidays under the direction of clerk Deb D.
- A new puzzle collection is available for circulation.
- More Cricut supplies were purchased with the Teen Grant.
- Kelly is working on a grant for a library student that would work with teen programs this summer.
- November programs included the well-attended Corn Husk Doll program. It also included a great Epilepsy Awareness Event that was supported by Nyla and Nipa Armbruster.
- In December MPL will be marching in the HFFD Parade with Curious George as well as a program. Miss Rosa is returning with a bilingual story time on Fridays.

**OLD BUSINESS**

**NEW BUSINESS**

**Personnel Changes:** (Lyla Grills)

Clerk Lisa DeClerck resigned to take on a full time position.

Motion was made to approve the resignation of Lisa DeClerck as of November 26th 2024.

Motion: Mary McCabe

Unanimously Approved

**2025 Wages:** (Lyla Grills)

The wages that were approved with the 2025 budget process were distributed.

Motion was made to approve the wages for 2025 as distributed.

Motion: Mary McCabe

Second: Alicia Zysman-Cromwell

Unanimously Approved

**2025 Voucher System:** (Lyla Grills)

Reminding the Board that the vouchering process for 2025 will be different. The Town will now only require only three budget lines. The Library will still require the same budget lines and Board approval to transfer between budget lines. The State also report requires more break down in their annual report.

**Sustainable Libraries:** (Tom Dooley)

It was felt that the main discussion should be held next month after everyone has read more of the material with the library in mind.

**Public Comment:** .No comment

Regular Meeting adjourned at 8:30pm.