

**Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: December 8, 2024**

Trustees Present:

Patricia Shanley - President

Susan Tomaski – Vice President

Casey Auerbach – Treasurer

Diane Egan – Secretary (via Zoom)

Nucula Brown

Kathleen Bayer

Terry Schommer

Trustees Not Present:

Nedda Tichi

David Joye

Via Zoom:

Also Present:

Amanda Primiano – Library Director

Mary Duffy

Lorelei Pitt

Deana J. Dovico

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:34.

A QUORUM WAS PRESENT.

B) **A MOTION to amend the agenda to allow the auditors to move to the beginning was made by Pat Shanley, seconded by Casey Auerbach . The MOTION passed unanimously.**

D) **A MOTION was made by Diane Egan, seconded by Susan Tomaski to accept the minutes of the November 2024 meeting. The MOTION passed unanimously.**

4. **Auditors Report** for the year ending December 2023 was presented to the Board by Lorelai Pitt and Deana Dovico representing the accounting firm of Lorelei A. Pitt, CPA, P.C. A preliminary report had been submitted to Treasurer Casey Auerbach and circulated to the entire Board. Ms. Pitt and Ms. Dovico outlined the process of the audit and reported no deficiencies noted. They submitted a “clean audit” with no issues noted and in compliance with accounting standards. They noted a few minor changes needed to be made. Treasurer Casey Auerbach thanked all involved for the hard work necessary to produce the audit. **A MOTION was made by Casey Auerbach, seconded by Susan Tomaski, that the Board accept the results and the Auditor Report for 2023 as presented. The MOTION was passed unanimously.**

5. **Public Comment** – Mary Duffy (Assistant Library Director) commended the Board on their receipt of grants both last year and this year.

6. **Directors Report:**

- Total # of Library Card Holders increased to 8,721 from 8,126

- Circulation is down, but audio and ebook circulation is up
- Lighting -The lighting project is now complete.
- Camera system upgrade N.A.S has completed their work. Library Director and Assistant Director now have access to the cameras on our computers and administrators have them on our phones. Parking Lot Pavement -the village put in a new sidewalk and had to raise and repave our driveway. Carpet cleaners -The carpets received their annual cleaning while we were closed for Thanksgiving.
- Parking spots in front of the library We received over 23 complaints in November regarding the spots in front of the library no longer being free. As you know, we went to the November 4th & December 3 Village board meeting to express our concerns. The village board suggested that we turn our staff lot into patron parking, and we suggested turning those spots into 30-minute free parking. Trustee John Karl suggested we could turn those spots into 15- and 30-minute parking. On the record, they said they would revisit the topic in January and try to work together to come up with a solution
- Sustainability Project The library has officially started our work with the Sustainable Libraries Certification Initiative. Tasks we have been working on this month:
 - Waste audit • Adding Sustainability Logo to our email Signatures • Sustainability Policy • Revision of programming policy • Eco-Friendly webinars
 Total tasks completed 26 of 174 . We are making progress.
- Website - Our new website is now live
- New Local Holds/ Circulation change- in November, a new holds policy was passed by the Directors Association. This new policy will keep our new books available to only our patrons for 90 days. While this may seem great at the library level but at the consortium level, our Library Director believes it will be doing a disservice to our patrons who want to borrow new materials from other libraries. Libraries have an opportunity to Opt-In so it is not mandatory but if a significant number of libraries sign up for this, we will have to participate to make sure our copies are not being over exhausted by other member libraries because we might be one of the few that still circulation new items to the community.
- Translate Live Devices We were very excited to learn that MFL was awarded the Translate Live tablets from the RCLS Mini Grant that we applied for. We will receive our devices in January.
- Holiday Boutique & Holiday Raffle We will once again be organizing our Holiday Raffle and Boutique. This year we will have 8 prizes in a tricky tray style. This will give patrons more opportunities to win prizes. Tickets will be 3 for \$5 or 7 for \$10. On December 14th we will have our holiday bake sale, a day of crafts, music from Alex.... and the raffling of our prizes.
- Patron Comments and Google Reviews were read at the meeting
- A reminder to the Board to complete the mandated Sexual Harassment training.

7. Treasurers Report. –

- Casey Auerbach discussed a potential change in the terminology used in the presentation of the financials.
- The Financial Statements for October and November 2024 were presented to the Board prior to the meeting to examine. The October warrants passed without

exception. **A MOTION was made by Casey Auerbach, seconded by Nucula Brown, to accept the October 2024 and November 2024 Financial Statements as presented. The MOTION was approved unanimously.**

8. **Standing Committee Reports**

- Nominating Committee- N/A
- Building & Grounds – noted above in Library Directors report on lighting and cameras. A discussion on reducing our storage needs. A “quick fix” on the siding was performed. We are still looking for an exterior painter. The cleaning service is no longer employed, as the janitor is taking care of most needs.
- By-Laws – N/A
- Finance - see Treasurer Report above
- Fund Raising- Meetings have been taking place before the monthly General Meeting
- Grants –N/A
- Library Operations- Nedda Tichi is going to Chair this going forward. A slate of candidates needs to be sent out to prepare for the Annual Meeting in December. Pat suggested forming an “ad Hoc” committee to review insurance needs and coverage. A discussion about meeting with the Planning Board about what is allowable in the village. The Library Director suggested sending out her self-evaluation to the Board before the Annual Review for the Board's information and as a basis for the Annual Review. Her report will be due by the end of January.
- Long Range Planning – the committee made plans to meet in January to revisit a wish list
- Public Relations – Terry Schommer is working on a profile of the new MFL Board member, Kathleen Bayer to be published in the Photo News

9. Old Business – N/A

10. New Business - N/A

11. Good and Welfare –N/A

11. Call for Adjournment - **A MOTION for adjournment was made by Casey Auerbach and seconded by Susan Tomaski. The MOTION carried unanimously.** The meeting adjourned at 9:15.

Submitted by Diane Egan, May 12, 2025