Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting
Date: May 13, 2024, at 7:30 PM

Trustees Present:
Patricia Shanley, President
Susan Tomaski, Vice President
Casey Auerbach, Treasurer
Nucula Brown
Carol Connell Cannon
Dave Joye
Terry Schommer
Nedda Tichi

Trustees Not Present:
Diane Egan, Secretary

Also Present
Amanda Primiano, Executive Director
Mary Duffy, Assistant Director
Dianne Kenny, Principal Library Clerk
Joanne Morvich, Interlibrary Loan Clerk
Melanie Turner, Head of Circulation, Automation & Technical Services
Mary Bingham, Town of Monroe Councilwoman

Via Zoom:
Michael Maggin, Senior Reference Librarian

- A) The meeting was called to order and the Pledge of Allegiance recited at 7:31. QUORUM WAS PRESENT.
  B) A MOTION to adopt the agenda was made by Susan Tomaski, seconded by Casey Auerbach. The MOTION passed unanimously.
  C) As Minutes of the April Meeting were not available, Pat Shanley decided they would be tabled until the May meeting.

- **Public Comment** – no public comment was made.

- **Director's Report**
  An in-depth Director's Report was submitted to the Board by the Director prior to the meeting. Some highlights and updates of the report were discussed by the Director:
    - Amanda Primiano reported on the success of the Solar Eclipse Party with 70 people in attendance.
    - Trip Around the World program series continued with 14 programs, including a Take and Make terrarium and a weaving community program, Prizes were displayed.
    - Amanda Primiano presented extensive information on the survey. She provided the questions and the responses for each point. One notable point Amanda brought to the Board's attention was that many people don't know how to use the online resources.
    - The Director reported that for the next survey she would like to focus on adults or adults with children.
    - After much review, the Director is recommending NAS for the security cameras.
    - Episode 15, "Misconceptions about the Library" and Episode 16, "Interview with Joanne Morvich" were offered in April. The podcasts are hosted and produced by Mike Maggin and Sam Angarola.
    - The new web site is in progress.
    - Diane Barone presented a storytime at the YMCA.
    - The Director thanked Joanne Morvich for her work on the Community Yard Sale. $900 was raised. A fall event is being planned
    - 115 North Main students received library cards.
    - Two events at the Monroe Senior Center. A springtime craft and Solar Eclipse Party. Both events were very well received.
    - Amanda is seeking lighting company with recommendations from other directors.
    - Finance Committee will meet to begin work on Budget 2025.
    - Small Business presentations are in progress.
    - Director is looking into furniture for the Children's Department. As part of the Long Range Plan adaptive technology is being researched. Decisions about the placement of this technology will follow.

- **Treasurer's Report**.
    - Casey Auberbach presented the Financial Report for the month of April 2024 for acceptance by the Board. The Treasurer summarized the reports and explained nothing was out of the ordinary and things are in order. A MOTION was made by Casey Auerbach, seconded Nedda Tichi, to accept the April 2024 Financial Reports. The MOTION was carried unanimously.
    - Casey Auerbach reported that the audit will be planned soon.

- **Standing Committee Reports**

  - Nominating Committee: Dave Joye reported that he may have a potential candidate for the Board. He will contact him about his interest.
  - Building and Grounds: Security and lighting adaptive technology were discussed previously. A Zoom meeting is being planned to discuss the construction grant and possible alternative funding, such as the Friends' Book Sales. Casey Auerbach mentioned that the Board would not like to have to increase the budget to accomplish these projects.
  - By Laws: No report. Pat Shanley tabled the Indemnity Clause as no changes were made as the Board requested. It would also need to be included in the By Laws.
  - Finance Committee: No report.
  - Fund Raising Committee: No report
  - Grants Committee: Terry will send a letter to Senator Skoufis about funds for children's furniture.
  - Library Operating Committee: The Director will go through which policies the committee needs to address.
  - Long Range Plan Committee: Nucula Brown would like the committee to prioritize the programs that are part of the plan.
  - Public Relations Committee: Terry Schommer reported about the Friends. She held a meeting an only one person attended. She sent out 25 surveys, but only received two responses. At this point in time Terry Schommer feels trying to activate a Friends group will not work. The Board also has a lot of projects going on. Pat Shanley thanked Terry Schommer for her dedication to forming a Friends group.
  - Amanda Primiano mentioned an idea she heard from other directors. At their libraries the Board Committees set up monthly standing meetings. Many times they are cancelled or very brief, but this helps reserve a time for any business that needs to be addressed.

A MOTION was made by Nedda Tichi, seconded by Dave Joye to adjourn the meeting at 8:44 PM. The motion carried unanimously.

Submitted by Carol Connell Cannon