Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: June 10, 2024

Trustees Present:
Patricia Shanley, President
Casey Auerbach, Treasurer
Diane Egan, Secretary
Carol Connell Cannon
Terry Schommer
Nucula Brown
Nedda Tichi
David Joye

Via Zoom:N/A

Trustees Not Present:
Susan Tomaski, Vice President

Also Present:
Amanda Primiano – Library Director
Mary Duffy - Assistant Director
Mary Bingham – Town Board Liaison
Dianne Kenny
Joanne Movrich

Via Zoom:
Mike Maggin
Melanie Turner
Susan Dwyer-Johnson

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:30 PM
A QUORUM WAS PRESENT.
B) **A MOTION to amend the agenda by moving the Library Operating Committee to last standing committee report was made Patricia Shanley and seconded by Nedda Tichi. The MOTION passed unanimously.**
D) **A MOTION was made by Diane Egan, seconded by Casey Auerbach to accept the minutes of the April 2024 meeting. The MOTION passed unanimously.**
Another MOTION was made by Carol Connell Cannon, seconded by Casey Auerbach, to accept the minutes of the May 2024 meeting. The MOTION passed unanimously

4. Public Comment – no public comment was made.

5. **Directors Report**: An in-depth Directors Report was submitted to the Board by the Library Director prior to the meeting for the Board to read. Some highlights of the report were discussed by the Director:

- Around the World - Statistics and information from April & May were shared with the Board. For June: Around the World will highlight Asia.

- Business Roundtables and discussions, led by Library Director Amanda Primiano were a popular program and included programs on ChatGPT for Business, Canva for Business, How to Start a Small Business and Business Database workshop.
- MFL's partnership with the MWSD continues with the Directors last visit to schools completed. Every school was visited during the school year and both the library and schools are pleased with the outcome of educating students on the uses of the public library and increased usage of the library by students. The communications office of the MWSD recorded a video of some of the students' reaction to the program.
- Direct Access Statistics - Statistics were shared from RCLS showing the usage among libraries within RCLS. The top 3 libraries patronized by MFL cardholders were Woodbury, Goshen and Tuxedo
- 2025 RCLS IT Contract – the Board received a copy of the IT Contract between RCLS and the MFL which as a "hybrid" uses both its own IT and RCLS. There is no change in services with an increase in price, due to the rising prices of IT costs. One Board member requested more time to review the contract, and upon his review, the Board authorize the Library Director to sign the contract which is due on June 30, 2024**. A MOTION was made by Nedda Tichi, seconded by Carol Connell Cannon , to empower Amanda Primiano to sign the 2025 RCLS IT Contract. The MOTION passed unanimously.**
- The MFL will be transitioning to a new Integrated Library System and the staff will need time to train to ensure that the staff is ready to use this new system come August 5th when the switch will be made**.** The LD asked that the board approve a request to close the library on Wednesday, July 3 for Koha Training. **A MOTION was made by Nedda Tichi, seconded by Dave Joye to close the library on Wednesday, July 3 for staff training. The MOTION was approved unanimously.**
- The HVAC that heats and cools the children's area needs to be replaced. The LD and Board received a quote from WK Mechanical to replace the unit. The Board agreed that the replacement was necessary and that timeliness was important as the MFL is a designated cooling center**. A MOTION was made by Terry Schommer, seconded by Nedda Tichi, to approve the expenditure of $16,227.00 to replace the HVAC for the children's area. The MOTION passed unanimously.**
- Backyard Beautifications continues - To increase the usage of our backyard space, the backyard is currently undergoing a beautification. This includes umbrellas for the existing tables, a child size picnic table, 3-piece seating area with a table on the deck, a privacy screen for the fence, and additional plants and storage for outdoor toys for the children.
- Thank you was expressed to the Photo News for the continued cooperation and the publishing of a color ad at no additional cost.
- Summer Reading Kick off Party (aka Chalk Night) will be on June 27.
- The Library Director was asked to speak at the Town Board meeting on June 17
- Comments from the public were read to the Board by the Library Director

6. **Treasurers Report**. –The detailed Financial Report was distributed to the Board before the meeting by Treasurer Casey Auerbach. The Treasurer answered any questions that arose. He also thanked Assistant Director Mary Duffy for her help in preparing the report. All warrants passed without exception
   A MOTION was made by Casey Auerbach, seconded by Theresa Schommer to accept the Financial Report for the month of May 2024. The MOTION passed unanimously

7. **<u>Standing Committee Reports</u>**
   - Nominating Committee - Member Dave Joye reported contact with 2 members of the public who are interested in serving on the Board of Trustees. He will forward their contact information to the Nominating Committee chair.
   - Building & Grounds – HVAC replacement and backyard improvements covered earlier in the Director's Report
   - By-Laws – The proposed Indemnification Clause was discussed and some clarification and proposed changes were requested by Board member Nedda Tichi. Pat Shanley forwarded the proposed changes to Board members and the legal firm which had drafted the original clause.
   - Finance –
     - The Board received a letter outlining the terms of engagement from Lorelei A Pitt, CPA, PC. The letter details the scope of services to be performed and due compensation ($15,295). **A MOTION was made by Casey Auerbach, seconded by Diane Egan, to accept the proposal of terms of service from Lorelei Pitt, CPA, PC. The MOTION passed unanimously.**
     - A proposed budget and budget narrative for 2025 had been given the Board to review before the meeting. The Library Director recommended that we once again petition for a $35,000 budget increase vote in the 2024 election. That amount will allow the MFL to keep up with the increase in our maintenance of the library, increase our offerings and keep the increase reasonable to the Monroe Taxpayer. After a brief discussion, the Board felt that in order to keep up with inflation in salaries and goods, the MFL should petition for a $37,000 increase. **A MOTION was made by Casey Auerbach, seconded by Nedda Tichi, that the MFL submit a budget increase of $37,000 to be placed on the November 2024 ballot. The MOTION passed unanimously**
   - Fund Raising. It was agreed that the Fundraising Committee should meet to discuss strategy and ideas as soon as possible. A discussion followed on ways to increase committee meetings to monthly meetings for all standing committees
   - Grants – A meeting with the Town Board Grants Office was facilitated by liaison Mary Bingham. Some promising leads on grants need to be followed up. A meeting of the Grants Committee was suggested for the following week.
   - Long Range Planning – N/A
   - Public Relations – N/A
   - Library Operations-

At 8:45, **A MOTION was made by Patricia Shanley, seconded by Dave Joye, to move into EXECUTIVE SESSION to discuss personnel issues. The MOTION passed unanimously.** The Board resumed Public Session at 9:03.

8.. Old Business – N/A

9. New Business – possible help session for new email system was discussed if needed.

10. Good and Welfare –Girl scout Troop 416 visited the library

11. Call for Adjournment - **A MOTION to adjourn was made by Nedda Tichi, seconded by Casey Auerbach. The MOTION carried unanimously.** The meeting adjourned at 9:07

Submitted by Diane Egan, June 12, 2024