Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting/which took place via Zoom
October 19, 2020

Present:
Pat Shanley - President
Charles LeViseur - Vice President
Casey Auerbach - Treasurer
Diane Egan - Corresponding Secy.
Barb Cullum - Recording Secy.

Trustees:
Theresa Schommer
Carol Connell Cannon
Gil Goetz

Also Present:
Marilyn McIntosh - Director
Mary Duffy - Assistant Director
Alex Carver - Head of Public Relations
Neil Dwyer - Mayor of the Village of Monroe/Member of the Public

1. Call to Order and Pledge of Allegiance by P Shanley at 8:01 PM. A quorum was present.
2. MOTION by C Auerbach, 2nd by C LeViseur to adopt the amended agenda. MOTION unanimously approved.
3. Buildings and Grounds - Charlie brought us up to speed on the Book Garden Project.

- The asbestos has been removed and we're ready to move forward with the demolition phase.
- Currently, Mary is coordinating with the utility companies to cap off the sewer, water, gas, and electric, and obtain the necessary documentation from these utility companies so that we may secure the permit to allow us to move forward with demo.
- Q & A discussion with Mayor Dwyer regarding purchase history & blueprint of the existing Book Garden and potential ways to design & utilize the future building. We will analyze data that will be collected from Focus Groups to meet the needs of our community.

- Mayor Dwyer offered to propose a permit fee waiver to the Village Council. MFL will forward him a letter for this request. In addition, the Mayor offered to post info describing the path of the project as it is becomes realized on the Monroe Village website, Facebook page, and the Constant Contact platform. Diane will forward him the article Terry submitted to the Photo News. Casey will forward photos from the training drills that the Fire Department has been conducting at the Book Garden site to Terry so that she can put an article together for the Photo News. Great Publicity opportunity!!
- The refrigerator from the Book Garden was donated to the Fire Department.
- Pine Tree Elementary library will be the temporary home for the Book Garden sign. Charlie will coordinate getting the sign over there.

4. MOTION by B Cullum, 2nd by C Connell Cannon to approve the September 2020 minutes. MOTION unanimously approved.
5. Communications - N/A
6. Public Comment - N/A
7. Director's Report -
    a. Children's programs are receiving a sizable amount of views.
    b. The Tax Cap was easy as we did not go for a vote this year.
    c. MFL hired 2 new employees. Lorelei Palacio is in the Circulation Department and Denise Kulak is replacing Mike who has taken a position at the Thrall Library in Middletown. We wish Mike good great luck!!! A warm welcome to Lorelei and Denise!!!
    d. Due to software and hardware updates Alex will be providing new key fobs to Board members on or around the 26th of October.
    e. The State Construction Aid application is completed. We are expecting about $45,000.00, which is roughly 50% of the amount we applied for.
    f. The MWHS students did a fabulous job decorating the MFL windows for Halloween.
    g. Items that were being stored in the Book Garden have been moved over to Life Storage in Harriman. Great Job!!!

8. Treasurer's Report -
    a. The current financials reflect offsets due to payroll savings and recent operating expenses being lower. Library expenses are higher due to purchasing items such as PPE and sanitizing supplies. Marilyn has invoices for these supplies on file, and they will be submitted to RCLS for reimbursement as allowed under the Cares Act.
    b. Marilyn will work with the Town on expediting our yearly contract in a timely manner.
    c. MOTION by C Auerbach, 2nd by G Goetz to accept the August and September 2020 financials. MOTION unanimously approved.
    d. The Warrant Audit for September passed without any issues.
9. Report of Standing Committees -
    a. Nominating - still looking for candidates for the Board.
    b. By Laws - N/A
    c. Finance/Audit - N/A
    d. Fund Raising - N/A
    e. Grants - Terry discussed the ALA Grant and the ways we utilize this grant to collaborate with the Village on adopting a community outreach project.. Terry forwarded the flyer to all board members with some excellent suggestions as to how we can apply this grant.
    f. Library Operating -
        i. Need to work on union negotiations. Pat is waiting to hear back from Dave Cross. Discussed how to navigate union negotiations via Zoom versus in person. The current contract expires in December.
        ii. Working on a job ad for the new Director's position. Will likely post the position after January 1, 2021.
    g. Public Relations - Kudos to Terry for her wonderful article that appeared in the Photo News. She will begin work on another article highlighting the Book Garden project.
    h. Long Range Planning - N/A
10. Organization Reports of Standing Committees - N/A
11. Old Business - MOTION by P Shanley, 2nd by D Egan (for MFL)

to approve the resolution for the 2021 RCLS Budget. MOTION unanimously approved. Marilyn will forward signed docs to RCLS.

a. Mary contacted Nick Staglione to get an update on the Book Garden project.
b. Marilyn will call Fesco Fence regarding the latch repair.
c.. Casey is following up with the siding claim which is currently being processed. He is hopeful we will receive something back.

12. New Business - Mary has expressed her interest in the Director's position and would like to be considered as a candidate!!!
13. Good and Welfare -
    a. Gil is excited for his son who recently purchased a home in Montebello, NY.
    b. Gil would like to chair the Strategic Planning Committee.
    c. Charlie and Diane LeViseur are celebrating their 24th wedding anniversary. Happy wishes to this lovely couple!!!!
    d. Pat's nephew is making steady progress. We are so thankful for this news and will continue to pray for his successful road to recovery.
14. MOTION by C LeViseur, 2nd by C Auerbach to adjourn the meeting at 9:45 PM. MOTION unanimously approved.

The next Board Meeting is scheduled for November 9th at 8:00 PM