Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (Via Zoom)
Date: August 9, 2021

Trustees Present:
Patricia Shanley -President
Charles LeViseur -Vice President
Diane Egan - Recording Secetary
Casey Auerbach – Treasurer
Terry Schommer
Nucula Brown
Carol Connell Cannon

Also Present:
Amanda Primiano - Director
Mary Duffy - Assistant Director
Tony Cardone – Supervisor, Town of Monroe

1. Call to Order and Pledge of Allegiance at 8:39 PM. A quorum was present.

2. MOTION by Charles LeViseur, seconded by Casey Auerbach to adopt the agenda. The MOTION was approved unanimously.

3. A MOTION was made by Diane Egan, seconded by Terry Schommer, to accept the minutes from the June meeting of the MFL Board of Trustees meeting. The MOTION carried unanimously

A MOTION was made by Diane Egan, seconded by Nucula Brown, to accept the minutes from the July MFL Board of Trustees meeting. The MOTION carried unanimously

4. Public Comment – A MOTION was made by Casey Auerbach, seconded by Charlie LeViseur to add Supervisor Tony Cardone's remarks to the minutes under Public Comment. The MOTION was carried unanimously. A summary of his remarks follow:

Prior to the Call to Order (8:08 pm), Mr. Tony Cardone, Supervisor of the Town of Monroe addressed the Board about a budgetary issue. Acknowledging that there was no legal requirement to do so, Mr. Cardone made a presentation to the Board in the hopes that the MFL show "good will" toward the town by refunding a small part of its allocated funds to the Town. The approved library funds are collected and distributed by the town. The library receives its approved funds, necessary for operations, in February. The Town's tax Grievance process begins in May. As a consequence of this grievance

process, the Town is left with a budget shortfall as refunds are given to taxpayers. Mr. Cardone requested that the MFL "make whole" to the Town a proportion of that shortfall.

A discussion followed, and many questions asked. Casey Auerbach noted that the MFL requested no budget increase the previous year. Mr. Cardone left the meeting at 8:36 PM.

5. Directors Report – a detailed Executive Directors Report was submitted to the Board prior to the meeting. The Director highlighted some of the details:

- Library Director Amanda Primiano attended the RCLS Construction Aid Workshop and learned that we should receive a letter of award within the next 60 days
- The MFL has been advertising to sell its tent
- Fire Safety check was performed and the MFL is up to date with inspection
- The MFL will be launching a new service "Book a Librarian" in September. The new service will allow our patrons to have a 30-minute one-on-one session with a librarian on a given topic. This will be another example of how the library is providing personalized services to community members.
- The Library Director met on 8/5 with the Greater Monroe Chamber of Commerce on resources available to support local businesses. Some efforts that will be launched in coming months include:
    - The CEO Book Club
    - Monthly Tech class
    - Book a Librarian
    - Business Resource LibGuide
- Sue Johnson-Dwyer has begun as Department Head for Reference & Adult Programming. Senior Reference Library position has been posted externally.
- The issue of masking needs to be revisited. The Staff is currently voting on mask requirements and will report to the Board for further discussion as the situation changes.
- SWOT Activity – August 4. The feedback will be provided to the Long Range Planning Committee and used to develop a new plan
- Marketing Committee has met 3 times and has a timeline to finalize the plan. Terry Schommer has volunteered to help coordinate.
- A home bound delivery taskforce was formed and will recommend as to whether the library should relaunch this program
- Board approval of the Direct Access Plan and the Plan of Service were forwarded to RCLS
- Trustees were informed of and encouraged to participate in the upcoming Trustee Handbook Book Club

6. Treasurer Report – Casey Auerbach presented his report. There were no outstanding issues. A MOTION to accept the Treasurers Report was made by Casey Auerbach, seconded by Carol Connell Cannon. The MOTION passed unanimously.

7. Standing Committees -

a. Nominating – once again, it was noted that the library was in need of some supporters of the library willing to serve on the Board of Trustees. A suggestion was made that members set a goal of September to recruit new members

b. Buildings and Grounds - A discussion of the grading situation on the Millpond property was discussed. Charlie LeViseur reported that the property on Millpond needed to be levelled. There are currently 2 requests for bids on the work outstanding that hopefully will be answered soon.

c. By-Laws –N/A.

d. Finance –. No new investments made.

e. Fund Raising – N/A.

f. Grants – met this month and is looking into the possibility of finding funding for a mobile book unit

g. Library Operations -. A MOTION was made by Pat Shanley, seconded by Casey Auerbach to adjourn to Executive Session to discuss a legal matter. The motion was carried unanimously. The Board went into Executive Session at 9:27

The Public Session resumed at 10:06

h. Long Range Planning – Nucula Brown reported that the committee had met on 8/02. Survey questions and dates in September and October have been finalized. The Board “Focus group” is scheduled for 10/04 via Zoom. The next meeting is scheduled for 8/24 @2PM.

i. Public Relations – N/A

Organization Reports of Special Committees – N/A

8. Old Business – N/A

9.. New Business – N/A

10. Good and Welfare – N/A

11. Call for adjournment. A MOTION to adjourn was made by Charlie LeViseur, seconded by Terry Schommer to adjourn at 10:30. The motion was carried unanimously.

Minutes submitted by Diane Egan on August 10, 2021