Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (Via Zoom)
Date: July 12, 2021

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

Also Present:
Amanda Primiano - Director
Mary Duffy - Assistant Director
Shane Duffy

1. Call to Order and Pledge of Allegiance at 8:02 PM. A quorum was present.

2. MOTION by Pat Shanley, seconded by Charles LeViseur to amend the agenda to move the Library Operations Committee report to after the Nominating Committee. The MOTION was approved unanimously.

3. A MOTION was made to table the minutes from the June regular and special meetings so as to give the Board more time to read them.

4. Public Comment - none was made

5. Directors Report – Amanda Primiano had submitted a detailed report prior to the meeting. The following items were highlighted:

- Community Room B is now opened and has been increasingly used by the public. Teens volunteers are back using the building and space has been designated as a teen room.
- The library has been unable to properly install the tent, so we will be looking to sell the tent.
- Summer Children's' Programs are operating successfully. There is a waiting list for events. Summer reading program registration has 68 sign-ups.
- Staffing changes
    - Catina Strauss has resigned. Her last day is 7/22

    - A new P/T Circulation Clerk, Alice Longworth, has been hired
    - Sue Dwyer Johnson has accepted the position of Head of Reference and Adult Programming
    - The library is looking to hire a Senior Reference Librarian.
- New Trustee Jon Huberth will call Pat Shanley concerning questions he has on the new Plan of Service/Direct Access Plan by RCLs.
- A petition to put the library budget on the ballot was submitted to the Town of Monroe clerk
- Outreach has been made to attract volunteers for a Spanish language story time with some success.
- The Board was welcomed to have their photos taken on September 1 at the library. These photos will be used professionally for the website.

6. Treasurer Report – The Treasurers Report had been submitted to the Board prior to the meeting. Some items highlighted include:

- Our monthly operating expenses are within the average range of operating expenses
- The library still continues to see savings due to the COVID-19 relief package
- All warrant audits were passed

A MOTION to accept the Treasurers Report was made by Casey Auerbach, seconded by Jon Huberth and passed unanimously.

7. Standing Committees -

a. Nominating - N/A

b. Library Operations -. A MOTION was made by Casey Auerbach, seconded by Carol Connell Cannon to accept the RLS Plan of Service. The motion was carried unanimously.

A MOTION was made by Carol Connell Cannon, seconded by Case Auerbach to Accept the RCLS Direct Access Plan. The motion was carried unanimously,

A MOTION was made by Charles LeViseur, seconded by Gil Goetz to have the Board go into Executive Session at 8:36 PM to discuss a personnel matter.

The public meeting resumed at 10:06

c. Buildings and Grounds reported that 2 new parking spots have been created and will be marked shortly. A discussion of the grading situation on the Millpond property was discussed.

d. By-Laws – The committee recommended the following:

- Keep the current size of the Board (11 members)
- In order to help fill vacancies, all Board members should submit possible nominations to the Nominating Committee. Nominees

should be supportive of the library and have an ability to work well with the current Board.

- The Nominating Committee should increase membership – Jon Huberth volunteered to join
- The by-laws should clearly state that MOTIONS must be passed by a majority of the whole board.

d. Finance –. A new “relationship account” was established with Key Bank, Chester and some bank signatures needed to be updated

e. Fund Raising – N/A. Jon Huberth agreed to join this committee

f. Grants - The committee expressed appreciation for the “wish list” of grants included in the Library Directors Report. An offer of a flag by the Office of NY State Senator Skoufis was mentioned

g. Public Relations – N/A

h. Long Range Planning – Nucula Brown reported that the committee had met 2 times and will meet next on 8/02. The committee is making progress toward holding Focus Groups in September and submitting a plan by January 2022. The committee has discussed the possibility of having Grace Rosario and a colleague from RCLS act as facilitators. They are aiming for 10 groups to meet for 90 minutes.

Organization Reports of Special Committees – N/A

8. Old Business – Minor changes in the wording of the union contract are being updated and should be ready by next month

9.. New Business –
The “Friends of the Library” are looking to restart their activities in support of the library. A wine and cheese event at Java Joe’s is under consideration. Communications between the group and the Library Director was discussed

10. Good and Welfare - the Board was invited to a Farewell to Summer BBQ at Rest Haven on 8/28

11. Call for adjournment. A MOTION was made by Terry Schommer, seconded by Nucula Brown, to adjourn at 10:25. The motion was carried unanimously.

Minutes submitted by Diane Egan on July 13, 2021