Board of Trustees
Monroe Free Library
Minutes Emergency Meeting (held at MFL)
Date: October 24, 2022

Trustees Present:

Patricia Shanley - President
Diane Egan – Secretary
Carol Connell Cannon
Susan Tomaski
Nedda Tichi
Nucula Brown
Casey Auerbach
John Fontana

Trustees Not in Atttendance

Terry Schommer

Also Present:

Amanda Primiano – Library Director
Mary Duffy – Assistant Library Director

EMERGENCY MEETING

1. Call to Order and Pledge of Allegiance - The meeting was called to order and the Pledge of Allegiance recited at 7:35 PM. It was determined that a quorum was present.

2. Adoption of Agenda – John Fontana made a Motion to adopt the Agenda. The Motion was seconded by Casey Auerbach. The vote in favor was unanimous.

3. Vote on RCLS Budget – Following a discussion of the RCLS budget, Pat Shanley made Motion to Vote in favor of adopting the RCLS Budget. The Motion was seconded by Casey Auerbach. The Vote in favor was unanimous.

4. Audit Report – Casey Auerbach discussed the necessity for adjusting the building lighting expense to capital expenses rather than building and grounds. He also indicated that he would send notes from the last meeting of the Finance Committee to the Board.

5. Adoption of Open Meeting Law – Following a summarized review of the policy (details below) by Susan Tomaski, it was reiterated that the library would not incur additional internet expense for storage as it is permissible for the videos to be stored on the library's YouTube Channel. The members also discussed the possible options for restricting access (having to fill out a form to get the link), but this was rejected. The members felt that access should not be restricted. The members also discussed the requirements for a quorum as well as who will be able to vote if they are remote rather than physically present. Susan Tomaski made a Motion to vote on adopting the Open Meeting Law requirements. The Motion was Seconded by John Fontana. The vote to adopt the policies of the Open Meeting Law was unanimous.

6. Allow Library Staff to leave early on the day before Thanksgiving – Although it was proposed that the Library Staff be allowed to leave work at 3:00 PM the day before Thanksgiving, John Fontana expressed the opinion that 2:00 PM would be better due to the heavy traffic that will be expected on that day. Nedda Tichi made a Motion to vote, the Motion was Seconded by Susan Tomaski. The vote to allow employees to leave at 2:00 PM (with full pay) on Thanksgiving eve was unanimous.

7. Adoption of the minutes from the previous Emergency Meeting, held on September 19, 2022 – Nedda Tichi made a Motion to vote on adopting the minutes. The Motion was seconded by John Fontana. The vote in favor was unanimous

7. Call for Adjournment. At 8:11 PM Casey Auerbach made a Motion to Adjourn. The Motion was Seconded by Diane Egan. The vote to Adjourn was Unanimous.

RESOLUTION

At a duly called meeting of the Board of Trustees of the Monroe Free Library, upon a motion made by Susan Tomaski, and seconded by John Fontana, the following resolution was placed before the Board of Trustees:

WHEREAS, in accordance with the recently amended Public Officers Law (L.2022, Ch. 56, part WW), the Board of Trustees of the Monroe Free Library called and held a public hearing on October 24, 2022, on whether to allow for expanded use of video conferencing to conduct meetings of the Board of Trustees, and

WHEREAS, the Board of Trustees believes that expanding the use of videoconferencing to facilitate the attendance at meetings by Trustees and committee members who cannot otherwise be present is desirable, now, therefore, be it

RESOLVED, that, pursuant to the New York State Open Meetings Law, the Board of Trustees authorizes the conduct of its meetings [and those of its committees] by videoconferencing in accordance with the following requirements governing member and public attendance, consistent with such law:

- Trustees are expected to be physically present at meetings at a location or locations open to the public provided, however, that a Trustee who is unable to be physically present at a meeting due to Extraordinary Circumstances may participate by videoconferencing from a location that is not open to the public in accordance with these procedures.
- Videoconferencing technology must allow the public to hear and view the open meeting and, where public participation is authorized, to participate.
- Public notice of meetings using videoconferencing must be provided on the Monroe Free Library website and shall include, in addition to any other notice requirements for its meetings, a statement that videoconferencing will be used; directions on how the meeting may be viewed and, where permitted, how the public may participate; where required documents and records will be made available; and the physical location(s) for the meeting where public can attend.
- "Extraordinary Circumstances" includes the following: disability, illness, caregiving responsibilities, and significant or unexpected factors or events which preclude the Trustee's physical presence at the meeting. A Trustee with extraordinary circumstances who wishes to attend a meeting by videoconference must notify the President and executive Director as soon as practicable.
- A Trustee participating by videoconference may participate in the meeting and vote, however, only Trustees who are physically present at locations open to the public shall be counted toward meeting quorum requirements. Meeting minutes shall record Trustees who are present for quorum purposes, present by videoconference, and absent.
- A meeting using videoconferencing must be recorded and then posted or link provided on the Monroe Free Library website within five days of the meeting. The recorded meeting must remain so available for at least five years.

- This policy will remain in effect during the effective period of the provisions L.2022, Ch. 56, part WW, §4 and as that law may be extended. and be it further,

  RESOLVED, that the Executive Director take such necessary and desirable steps to implement this resolution and that they conspicuously post this resolution on the Library's website.

  Vote:

  8 - In Favor
  0 - Opposed
  0 - Abstentions