Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (Via Zoom)
Date: February 14, 2022

Trustees Present:

Patricia Shanley – President
Carol Connell Cannon – Vice President
Casey Auerbach – Treasurer
Diane Egan - Recording Secretary
Gil Goetz
Nucula Brown
Nedda Tichi
John Fontana

Absent
Terry Schommer

Also Present:
Amanda Primiano – Library Director
Mary Duffy - Assistant Library Director
Susan Tomaski – member of the public

1. The meeting was called to order and the Pledge of Allegiance recited at 8:03. A quorum was present.

2.A MOTION to adopt the agenda was made by Casey Auerbach and seconded by Nedda Ticchi. The motion carried unanimously.

3. A MOTION was made to accept the minutes of the Annual Meeting by Diane Egan, seconded by Casey Auerbach. The MOTION was approved unanimously. Another MOTION was made by Diane Egan, seconded by Nucula Brown to accept the minutes of the January meeting. The MOTION was approved unanimously.

4. Public Comment. A member of the public, Susan Tomaski, expressed her interest in serving on the Board and wanted to observe a Board of Trustees meeting. The Board welcomed her participation.

5. Directors Report: A lengthy written report was submitted to the Board prior to the meeting. The director highlighted some of the report and answered questions about the report.

- Building and Grounds- The Board reviewed quotes for the repair of the door lock and approved the quote from Dorma as it was significantly less that that from Dash Lock and Key. A MOTION was made by John Fontana, seconded by Nucula Brown to authorize the expenditure of $4,813.48 to Dormakaba for the repair. The MOTION carried unanimously.

- The outreach/collaboration effort with the MW School District continues with discussions with North Main and MWHS. Collaboration with Museum Village is continuing with monthly programs scheduled.
- The Library Director asked for Board direction in light of Governor Hochul's lifting of the mask mandate for business. Many libraries are aligning themselves with the local school district policies (still masking) while others are lifting the mask mandate. After discussion, the Board decided to adopt a "Mask optional/Mask appreciated" policy for the library as per NY State guidelines. A MOTION was made by Gil Goetz, seconded by Casey Auerbach, that the library implement a "Mask Optional/ Mask Appreciated" policy, effective immediately. The MOTION carried by a vote of 7-0 and 1abstention.
- A plan for library policy review was presented to the Board. Some policies have not been reviewed or revised in years and are out of date. It was proposed that at our March meeting our present Diversity Policy and Internet Policy would be reviewed. That was changed to a review of the Harassment Policy which we agreed should take priority. It was agreed that the Library Operating Committee would meet prior to our next meeting, recommend changes and circulate those proposed revisions to the Board prior to our next Board meeting.
- A discussion of what should be included on the Trustee Website Page included many suggestions for the page so as to give Alex Carver direction to get the page up and running. The suggestions included features such as: FAQs, Message the Board, links to stories and letters in the newspapers, calls for volunteers, links to "Friends of the Library", etc.
- A committee of library personnel was formed to help program and launch the project "Year of the Arts" - a year-long project to be launched in June.
- Staffing changes were brought to the Boards attention. Hailey Carlisle (Children's Assistant) has resigned. Olivia Brush (Reference Clerk) has reduced her hours. The MFL has already begun the process of interviewing to fill the positions.
- The Board updated any NYS Training hours that had been completed.
- A discussion on a plan for clearing the "Hardy Boards" occurred. With the coming of spring, outdoor space will be needed for various library programs. As of now, there are no plans to move them, but Trustee Casey Auerbach will follow-up, contact Hardy and present his findings.
- The Library Director asked for guidance as to safety concerns with outdoor spring and summer programs and potential liability. It was suggested that we consult our insurance company before erecting any temporary barriers.
- The Board of Trustees voted on overriding the tax cap as required by NY State law. The language of the override was read to the Board before the vote:

  "Whereas the adoption of the 2023 budget for the Monroe Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

  Whereas General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;

Now, therefore, be it Resolved, that the Board of Trustees of the Monroe Free Library voted and approved to exceed the tax levy limit for 2023 by at least the sixty percent of the board of trustees as required by state law on February 14, 2022."

A MOTION was made by Casey Auerbach, seconded by Nedda Tichi that we adopt the above language and override the tax cap. The MOTION was carried unanimously.

- Comments left by library patrons in the Comment Box were read by the Library Director to the Board.

6. Treasurers Report – a report had been submitted to the Board prior to the meeting and the Treasurer explained some items in response to questions.

- The December and January warrant audits went well and were approved. Casey Auerbach made a MOTION, seconded by Gil Goetz to table the December and January Financial Report. The MOTION passed unanimously.
- An "Engagement Letter" was sent to the Board outlining the duties and responsibilities of the auditing and accounting firm of Lorelei Pitt, CPA, PC. A MOTION was made by Casey Auerbach, seconded by Gil Goetz, that we agree to the terms of the Engagement Letter retain the services of Lorelei Pitt. The MOTION was carried unanimously.
- The Finance Committee scheduled a meeting on Thursday (2/17/22) at 3PM

7 Report of the Standing Committees:

- Nominating Committee – N/A
- Building and Grounds- N/A
- By-Laws – N/A
- Finance – N/A
- Fund Raising – N/A
- Grants – N/A
- Library Operating – N/A
- Long Range Planning – planning a meeting
- Public Relations - N/A

8. Old Business - N/A

9. New Business - N/A

10. Good and Welfare -

11. Call for Adjournment – A MOTION was made by Casey Auerbach, seconded by Gil Goetz for adjournment, The MOTION carried unanimously

Submitted by Diane Egan

2/16/2022