Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: October 16, 2023 7:30 PM

Trustees Present:

Patricia Shanley -President
Casey Auerbach-Treasurer
Diane Egan- Secretary
Terry Schommer
David Joye
Nucula Brown
Nedda Tichi
Susan Tomaski

Trustees Not Present:

Carol Connell Cannon- VP
John Fontana

Via Zoom:

Mike Maggin
Dianne Kenney

Also Present:

Amanda Primiano – Library Director
Mary Duffy
Siobhan Dineen
Joanne Movrich

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:30.
A QUORUM WAS PRESENT.
B) **A MOTION to adopt the agenda was made by Susan Tomaski, seconded by Nedda Tichi. The MOTION passed unanimously.**
D) A MOTION was made by Diane Egan, seconded by Susan Tomaski to accept the minutes of the September meeting. The MOTION passed with 7-0 with one abstention.

4. Public Comment – no public comment was made.

5. **Directors Report**: An in-depth Directors Report was submitted to the Board by the Library Director prior to the meeting for the Board to read. Some highlights of the report were discussed by the Director:
    - The total number of attendances in Adult Programs increased from 40 in 2022 to 74 in 2023.
    - We have hired Siobhan Dineen as our new PT Reference Circulation Clerk. Her normal work schedule will be Tuesdays & Fridays. Welcome Siobhan.

- **New Teen Space Hours** -Teens will now have meeting room B on Tuesdays, Wednesdays and Thursdays from 3pm-5pm as a teen only space. This is an opportunity for the teens to feel welcome and know that they always have this space. The staff has been working to "spruce" up the space with throw pillows, cork boards, fun questions and so much more. It's a work in progress that they will continue to make it as inviting as possible.
- **Library Card /Library Website Redesign Update** :Now that we officially have our new color scheme, we will be working on drafting a new Library Card Design. We hope to share a draft before the end of 2023. Progressive Element and the library staff have been working on our new subpages to rearrange the user experience of how to navigate our website. We are also excited to share that we are creating a new dedicated services page, a children's page and a teens page.
- **Holiday Party funds**. The Library Director requested that the Board approve an expenditure of up to $800 (the same amount approved in 2022)for our 2023 Employee holiday party. **MOTION was made by Nedda Tichi, seconded by Diane Egan to authorize the use of Library funds, up to the amount of $800.00, for an employee Holiday Party. The MOTION was carried unanimously.**
- **Building and Grounds** - Village curbing project and Siding Project in Children's area were address with progress reported. The village has created a new curb between our property and the parking spots alongside Smithfield Court. This new curb will increase the safety of our patrons when we are hosting outside programs. We have expressed concern regarding the scope of the project and the amount of grass that was removed to complete this project, but we were assured by the village that they would "take care" of it. The LD will follow up next week. The LD has been reaching out to contractors regarding our siding and leak issue by the back wall in children's. We have temporarily mitigated the leaking issue by consistently recalking but it's just a patch until we can get someone in to redo the siding. The LD has heard back from two contractors who are working on providing quotes. The quotes were not available at the time of the meeting.
- **MFL2024 Budget** is Proposition 3 on the General Election Ballot
- **MWHS Visit** -On September 27, a 9th grade Humanities class from the MWHS came to the library for a tour.. All parties involved felt the tour was a success and the Humanities class will be back in the winter! Elizabeth wrote a press release for TeenTober and for the visit which was published in the Photo News . Nedda Tichi suggested a similar "Open Library" tour to be made available for the community.
- **National Library Card Sign Up Month Campaign** –The LD and PR director worked on an awareness campaign and reengagement campaign. Awareness campaign included a Tree in the library lobby that includes a leaf for each new patron that signed up for a library card during the month of September and a raffle for new patrons. The reengagement piece included a "Referral Raffle" and a "Reengagement email"-to reach out to patrons who have not actively used their library card in the last year. This letter was sent to 699 patrons, was opened by 50% of them.
- **RCLS Road Trip** - MFL had the most road trip finishers with 20 people finishing. This is a great nod to our community's commitment and interest in libraries.

- The Bill passed by the legislature to change the number of petition signatures necessary to put library on the General Election ballot is currently sitting on the Governor's desk awaiting signature**.**
- The Board of Trustees was reminded that they must complete 2 hours of Continuing education training by the end of 2023 as per the New York State Education Law Section 260-D. Some training sessions were suggested.
- Coming up at MFL in Late October & November including: MFL Community Yard Sale ;MFL to participate in Town sponsored Trunk or Treat •;Snowflake Raffle Kickoff ;MFL Staff to present at New York Library Association Conference General Election and Budget increase vote
- RCLS has asked that the Board of Trustees of each member library vote on the final recommendation of the Directors' Association. The Board of each library has the choice to vote in favor or vote against the recommendation of the Directors' Association to switch the ILS software vendor from SirsiDynix to ByWater Solutions. After a discussion of the process and the improvements this change will bring in operations of the library the Board was ready to vote on a MOTION to approve. This change does not affect the MFL and its dealing with patrons. For RCLS to transition to a new ILS, a simple majority of Library Boards who vote will need to vote in favor of this ILS change. ***A Following MOTION was made by Patricia Shanley, seconded by Casey Auerbach***
  WHEREAS Monroe Free Library (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions. The MOTION was carried unanimously.

6. **Treasurers Report**. –
   - The Treasurer submitted the Financial Report for the month of September for acceptance by the Board. The Treasurer answered any questions board members had about the financial statements. All warrants passed without exception. **A MOTION was made by Casey Auerbach, seconded Terry Schommer, to accept the September 2023 Financial Reports**. The MOTION was carried unanimously.

7. **Standing Committee Reports**
   - Nominating Committee-.a new name was submitted for Board candidacy and will be followed up by Diane Egan
   - Building & Grounds – a discussion of the leak issue and bathroom sink issue was raised and discussed. The LD will pursue remedies.
   - By-Laws – N/A
   - Finance –. The Treasurer advised that the auditors will attend our next meeting

- Fund Raising. – The possibility of a "Mini Golf" event was discussed. Patricia Shanley raised the possibility of exploring "Better World Books" to both raise funds and aid in recycling books. The problems involving book drop-offs were also raised. The Board declined to pursue this further.
- Grants –N/A.
- Library Operations-
  A MOTION WAS MADE BY PATRICIA SHANLEY, SECONDED BY CASEY AUERBACH TO GO INTO EXECUTIVE SESSION TO DISCUSS LABOR AND PERSONNEL ISSUES. THE MOTION WAS APPROVED UNANIMOUSLY. THE BOARD WENT INTO EXEUTIVE SESSION AT 8:34

  EXECUTIVE SESSION ENDED AT 9:35 . PUBLIC SESSION WAS RESUMEDAT 9:37

- Long Range Planning – the possibility of making a visit to the new library in New City was discussed favorably. Date TBD.
- Public Relations – Board member Terry Schommer announced an increase in the scholarship she received to attend the NYLA Conference. She will attend a session on "Friends of Library" groups as well as others.

8.. Old Business –

9. New Business – the switch over to email addresses was discussed. Some issues remain to be resolved.

10. Good and Welfare –

11. Call for Adjournment - **A MOTION was made by Nedda Tichi, seconded by Dave Joye to adjourn the meeting.** The MOTION carried unanimously. The meeting adjourned at 9:46

Submitted by Diane Egan, October 19, 2023