Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: September 11, 2023 7:30 PM

Trustees Present:

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

Trustees Not Present:

Terry Schommer
David Joye

Via Zoom:

Mike Maggin
Gabrielle Passick

Also Present:

Amanda Primiano – Library Director
Mary Duffy
Melanie Turner
Joanne Movrich

1. A) The meeting was called to order and the Pledge of Allegiance recited at 7:33. QUORUM WAS PRESENT.
   B) MOTION to amend the agenda to move the report of the Library Operating Committee to after the Treasurers Report was made by Pat Shanley, seconded by Nedda Tichi. The MOTION was passed unanimously.
   C) A MOTION to adopt the agenda was made by Pat Shanley, seconded by John Fontana. The MOTION passed unanimously.
   D) A MOTION was made by Diane Egan, seconded by Nucula Brown to accept the minutes of the August meeting and the amended minutes of the Special Meeting held on August 22, 2023. The MOTION passed unanimously.

2. Public Comment – no public comment was made.

3. **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 RCLS Budget package was received. The RCLS Membership fee decreased from last year to $2,917. The ILS fees have increased by $660

mostly due to inflation and deduction of state aid. The board discusses the budget and decided to vote on this budget and have the MFL board of Trustees president sign the ballot. The ballot is due November 30.

- A MOTION was made by Casey Auerbach, seconded by Nucula Brown to accept the RCLS budget as proposed. The MOTION passed unanimously/
- Gabrielle Passick has resigned from her position as Reference Clerk due to the acceptance of a full-time librarian position at the University of Alabama. We wish her well in her new role.
- To further create a welcoming and accessible collections and more teen space, Childrens and Circulation have been working together to make room for the Manga collection to be moved from Meeting Room B to the wall outside of the meeting room across from the audiobooks.
- Tech Help @ the Senior Center On Thursday, 8/10 Mike Maggin and Amanda went to the Senior Center to provide tech help. We supported four seniors with their tech questions while we were there.
- West Point Collaboration The Library Director finalized our collaboration with Sherry Maggin to work on our project that was previously mentioned. As a refresher, in this project 48 West Point Cadets will work on a project that will investigate how the library is currently supporting our Hispanic population and provide research and recommendations on what we could be doing to further increase that support.
- Community BBQ- Elizabeth Perle and Amanda Primiano participated at the community BBQ hosted by the village. They reported a very positive experience with interacting with the community and discussing our services and programs to community members.
- Long Range Plan Updates The library is currently focusing on the following LRP goals: • Goal 1OA: discussion on emails out to patrons • Goal1OB: newsletter exploration • Goal 5O2: outdoor space utilization
- Podcast -The Podcast: *Only at the Library* has launched. Mike and Sam are the hosts and producers of this high-quality podcast that includes topics that explore the inner workings of a library, what a library has to offer and how we support the community. It will also include interviews with staff and hopefully board members. They have been working on this project for over a year and are really dedicated improving their skill set and continuing to create a high-quality podcast that further enhances the libraries' reach.
- Website revision update -The library has been working with Progressive Element to revise our website. They are currently working on a mockup of the subpages and will share shortly. The goal is for the new website will launch in December 2023.
- Coming up at MFL in September & October • Library Card Sign up month Campaign. • Budget Campaign Launch • TeenTober • MFL to participate in TOM Trunk or Treat • Tech Help @ Senior center • Fall Craft @ Senior center.
- The idea of a "Library of Things" was discussed.
- Comment cards by library patrons were read to the Board by the LD

4. **Treasurers Report**. –
    - The Treasurer presented the Financial Report for the month of August 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 John Fontana, to accept the August 2023 Financial Reports. The MOTION was carried unanimously.
    - The Board congratulated Casey Auerbach on his recent election to the Board of RCLS.

5. Standing Committee Reports

- Library Operations Committee.
    A) A MOTION was made by Casey Auerbach, seconded by Nedda Tichi, to retain Jim Prusinowski as Attorney to represent, consult and advise the MFL Board of Trustees on legal matters. The MOTION passed unanimously.
    B) A proposed Indemnification Policy was read and discussed by the Board. Since Trustees has some unanswered questions, it was decided to table the adoption of this policy until the next monthly meeting

A 8:19 A MOTION to adjourn to Executive Session to discuss personnel matters was made by Pat Shanley, seconded by Carol Connell Cannon. The MOTION was approved unanimously. **THE BOARD ENTERED EXECUTIVE SESSION AT 8:19**

EXECUTIVE SESSION ENDED AT 9:44 AND THE BOARD RESUMED PUBLIC SESSION

A MOTION was made by Casey Auerbach, seconded by Carol Connell Cannon to table the rest of the agenda, and adjourn the meeting. The MOTION carried unanimously

The meeting adjourned at 9:46

Submitted by Diane Egan, September 12, 2023