Board of Trustees
Monroe Free Library
Minutes of the Annual Meeting (held at MFL)
Date: January 8, 2024

Trustees Present:
Patricia Shanley -President
Casey Auerbach-Treasurer
Diane Egan- Secretary
Terry Schommer
John Fontana
Nucula Brown
Susan Tomaski
David Joye
Via Zoom:
Nedda Tichi
Trustees Not Present:
Carol Connell Cannon- VP

Also Present:
Amanda Primiano – Library Director
Mary Duffy
Melanie Turner

Via Zoom:
Mike Maggin

ANNUAL MEETING

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:38.
A QUORUM WAS PRESENT.
B) A MOTION to adopt the agenda was made by Casey Auerbach, seconded by Nucula Brown. The MOTION passed unanimously.
D) A MOTION was made by Casey Auerbach, seconded by Terry Schommer to accept the minutes of the previous meeting. The MOTION passed unanimously.

4. Presentation of the Slate of Candidates for Trustee. A MOTION was made by Diane Egan, seconded by Casey Auerbach to nominate the following candidates to serve a three-year term as Trustee:

Patricia Shanley
Casey Auerbach

The MOTION carried unanimously without objection and was accepted by the Secretary of the Board.

5. Presentation of the Slate of Candidates for Officers. A MOTION was made by Diane Egan, seconded by Casey Auerbach to nominate the following candidates to serve a three-year term as Officers:

Patricia Shanley – President
Casey Auerbach – Treasurer
Diane Egan - Secretary

The MOTION carried unanimously without objection and was accepted by the Secretary of the Board.
The election of a Vice President was tabled until the next meeting

6. Call for Adjournment - A MOTION was made by Casey Auerbach, seconded by Davie Joye to adjourn the meeting**.** The MOTION carried unanimously.

The meeting adjourned at 7:44pm

Submitted by Diane Egan, January 10, 2024

DRAFT

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Trustees Present:
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Casey Auerbach-Treasurer
Diane Egan- Secretary
Terry Schommer
John Fontana
Nucula Brown
Susan Tomaski
David Joye
Via Zoom:
Nedda Tichi
Trustees Not Present:
Carol Connell Cannon- VP

Also Present:
Amanda Primiano – Library Director
Mary Duffy
Joanne Movrich
Melanie Turner

Via Zoom:
Mike Maggin

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:45.
A QUORUM WAS PRESENT.
B) **A MOTION to adopt the agenda was made by Dave Joye, seconded by Casey Auerbach. The MOTION passed unanimously**.
D) **A MOTION was made by Susan Tomaski, seconded by Dave Joye to accept the minutes of the November meeting. The MOTION passed 5-0 with 3 abstentions.**

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:
    - Green Screen Holiday Photos: In November and December, the library used our Green Screen to offer free Holiday cards to the community. It was a success! All the sessions offered were filled. This will be offered next year and perhaps even include an exclusive pet and family session.
    - Trip Around the World : A committee has been formed to launch the Trip Around the World Series. This series will run from February- August. Each month this series will cover a different continent. This series will include a community project, a take and make and a range of programs and recommended resources.

There will be a passport where patrons can receive stamps for participating in programs and review and then be entered into a raffle to win prizes. We are planning a press release and a kick off event February 17th .

- Community Room: Reservations o Community Room A was reserved 36(34) times. o Community Room B was reserved 40(33) times. These numbers are up and show the need for more space to serve the community's needs.
- MFL Inventory : As part of our migration process to the new ILS system, we are participating in an inventory. Melanie Turner has been leading the charge to collaborate with RCLS staff to get the project on track and the goal is to have the entire collection inventories by the end of February so that we are migrating with less inaccurate records when we move to Koha in August.
- MWCSD Library Cards: In December we started processing library cards and are trying to coordinate distribution in early February. beginning with the high school
- We care what you think Cards & Google Reviews were read at the meeting

6. **Treasurers Report**. – Treasurer Casey Auerbach presented the board with the Budget Report, Cash Budget Report, Net Worth Report, and Trial Balance Report for the months of October, November, and December of 2023 prior to the meeting for the Board to examine and prepare any questions. The library has spent 94% of projected expenses in 2023. Revenues exceeded budget projections due to better interest rates and increased copying charges. All Warrants passed without exception. **A MOTION was made by Casey Auerbach, seconded by Terry Schommer, to accept the Financial Report for the months of October, November and December of 2023 . The MOTION passed unanimously.**

7. **Standing Committee Reports**
   - Nominating Committee - N/A
   - Building & Grounds – The Library Director updated the Board on the recommended upgrade to the MFL's security system. Our camera surveillance system was installed in 2015 and is need of being replaced. So far, she has received only one proposal and has been actively looking for more. The proposal included the replacement and additional cameras and monitors. She will be reaching out to get more proposals.
   - By-Laws – N/A
   - Finance – **MOTION was made by Casey Auerbach, seconded by Terry Schommer to accept the 2023 Auditor Report as presented to the Board. The MOTION passed unanimously.** The recommendation by the auditor to consider some future improvements such as a clearer "segregation of duties" and improving some forms by making them more accessible to the general public was discussed.
   - Fund Raising. N/A
   - Grants –N/A.
   - Library Operations-
     - At the November meeting representatives of the Sustainable Libraries Initiative made a presentation to the Board. The Board was favorable to having the MFL begin the certification process. The annual fee is $150 and the entire process has a fee of $800.00. **A MOTION was made by Susan Tomaski, seconded Nucula Brown that MFL begin the process to receive Certification as a Sustainable Library. The Motion was passed unanimously.**

    - The Board can take no further action on union contracts as we are waiting for union response to proposals.
- Long Range Planning –
    - Board member Nucula Brown reported on her visit to the newly renovated and expanded library in New City. The work was planned with the help from VMDO Architects. The architect will be offering a guided tour of the building to any interested Board member on 4/24-4/26
    - The Library Director reported that 39 out of the 64 objectives (61%) of the LRP are actively being addressed.
- Public Relations – N/A

At 8:39, **A MOTION was made by Patricia Shanley, seconded by Casey Auerbach, to move into EXECUTIVE SESSION to discuss personnel issues. The MOTION passed unanimously.**

The Board resumed Public Session at 9:35

A MOTION was made by Casey Auerbach, seconded by John Fontana, to accept the proposed budgetary changes to include management salary increases. The MOTION was passed unanimously

8.. Old Business – Board members were reminded to continue their mandatory professional development.

9. New Business – N/A

10. Good and Welfare –N/A

11. Call for Adjournment - **A MOTION was made by Casey Auerbach, seconded by John Fontana to adjourn the meeting.** The MOTION carried unanimously. The meeting adjourned at 9:45

Submitted by Diane Egan, January 10, 2024