Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: August 11, 2025

Trustees Present:
Patricia Shanley – President
Susan Tomaski – Vice President
Casey Auerbach – Treasurer
Diane Egan – Secretary
Nedda Tichi
Kathleen Bayer

Trustees Not Present:
Nucula Brown
Dave Joye

Also Present:
Amanda Primiano – Library Director
Mary Bingham – Monroe Town Board Liasson
Mary Duffy -Assistant Library Director
Joanne Movrich

Via Zoom:
Mike Maggin, Melanie Turner

GENERAL MEETING

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:37
A QUORUM WAS PRESENT.
B) A MOTION to adopt the agenda was made by Casey Auerbach, seconded by Susan Tomaski. The MOTION passed unanimously.
C) A MOTION was made by Diane Egan, seconded by Nedda Tichi to accept the minutes of the July 14, 2025 meeting. The MOTION passed 5-0, with 1 abstention.

4. Public Comment – Monroe Town Board Liasson, Mary Bingham, complemented the library on its Movies on the Lawn program that has been running this summer. More than 75 people attended the most recent one.

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 review. Some highlights of the report were discussed by the Director:
    - Participation in Children's Programs has increased from 429 participants in 2024 to 580 in 2025. Family Art Under the Tent (71 participants), Eyes of the Wild (110 participants) and Movies on the Lawn were notably successful.
    - The library has purchased three new museum passes that are ready for circulation: Mid-Hudson Children's Discovery Museum, Free admission for 5 guests; Stonecrop Free admission for 6 guests; and Hudson River Museum Free admission for 4 guests.
    - The Library Director and Asst. Library Director conducted a safety workshop for staff. This workshop included an overview of the following: review of our fire extinguisher locations and a brief tutorial on how to use one; how and when to use the

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panic buttons; location of first aid kits; location of emergency binders that include security codes and other important information; discussion on active shooter exit strategies and hide strategies

- The petition signatures to include the MFL 2026 Budget on the November ballot were accepted by the Town of Monroe Clerk and forwarded to the Orange County Board of Elections.
- All managers' annual reviews for 2024 have been completed
- To promote a healthy lifestyle, one of our sustainability initiatives was to create a step challenge. This is a cooperative challenge that encourages our staff to move more during the day an take more steps. This program started in June and will continue until October 31. Our goal is to collectively walk 8 million steps. As of Friday, we have already walked 4, 233,660 steps!
- Elizabeth Walraven, our Head of Marketing wrote a press release about our movies on lawn and she received a great compliment from our contact person at the photo news.
- Mike Maggin, Senior Reference Librarian, has been invited to speak about his Google Earth Programs at the Online learning Consortium Conference in November.
- RCLS is looking for feedback from the RCLS staff and board members to help them share their next plan of service. Dates and times were provided to the Board of Trustees to consider participating in one of these group sessions.
- The RCLS Annual Meeting will be held on 9/12 at the Wallkill Golf Club from 8am-1pm
- Trustee Training Opportunities were shared to encourage Trustee participation.

6. **Treasurers Report**. – The Treasurer provided monthly Financial Statements for the months of May 2025, June 2025, and July 2025 to the board via email prior to the meeting for examination. Additionally, the Treasurer explained adjustments were necessary for the March 2025 and April 2025 Financial Statements. Warrants were performed and passed without exception. **A MOTION was made by Casey Auerbach, seconded by Nedda Tichi, to accept the updated Financial Statements for March 20205 and April 2025 reflecting the necessary adjustments. The MOTION carried unanimously.**
   The Treasurer explained that we were essentially on track with our annual budget but that an unexpected upgrade was needed to purchase newer PCs due to a Windows software upgrade. This expenditure was necessary and unexpected. **A MOTION was made by Casey Auerbach, seconded by Kathleen Bayer, to accept the May 2025, June 2025, and July 2025 Financial Statements as presented. The MOTION carried unanimously.**

7. **Standing Committee Reports**
   - Nominating Committee – No new candidates for the Board have been presented for nomination.
   - Building & Grounds –N/A.
   - By-Laws Committee - N/A
   - Finance – covered in the Treasurers Report.
   - Fund Raising – N/A. The committee meetings will be resumed next month prior to the monthly Trustee meeting

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- Grants – an opportunity to apply for a "NY Forward" Grant was presented and explained to the Board. The NY Forward Grant is a grant that smaller communities can apply for every year. This award is $4.5 million to be distributed to several entities within one application. From what the consultant says, the grant applications are most attractive to the state if they have a mixture of public projects and private business capital improvement projects. This is like a downtown revitalization grant but on a smaller scale. This is a reimbursement grant. Our next steps are as follows: 1) Share Long Range Planning focus group data with consultant (the Library Director will forward it on to him) 2) Fill out this interest form and return it to the Village Grants consultant. We are basically advocating that our community (aka village of Monroe) has worthy enough projects to receive these state funds. An overall timeline was shared with the Board. The Grants committee will meet next week.
- Library Operations- Nedda Tichi presented a revised Internet Policy to replace the policy last adopted in 2015. The Operations Committee revised the policy and circulated it to the Board prior to the meeting. After a brief discussion and examination some grammatical revisions were noted. **A MOTION was made by Nedda Tichi, seconded by Kathleen Bayer to accept the revised Internet Policy with some minor, agreed upon, grammatical changes. The MOTION carried unanimously.**
- Long Range Planning – N/A
- Public Relations – inactive

8. Special Committees – N/A

9. Old Business – A reminder that Board members need 2 credits per calendar year. They were reminded to check the RCLS calendar for offerings.

10. New Business – A "Thank You" note sent by Melissa Quarles was read to the Board for the flowers that were sent to her on her retirement.

11. Good and Welfare – N/A.

12. Call for Adjournment - **A MOTION for adjournment was made by Patricia Shanley, seconded by Susan Tomaski. The MOTION carried unanimously**. The meeting adjourned at 8:37

Submitted by Diane Egan, August 21, 2025

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