Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: February 10, 2025

Trustees Present:

Patricia Shanley – President (via Zoom)
Susan Tomaski – Vice President
Casey Auerbach – Treasurer
Diane Egan – Secretary
Nucula Brown
Nedda Tichi (via Zoom)
David Joye
Kathleen Bayer

Trustees Not Present:

Also Present:
Amanda Primiano – Library Director
Mary Duffy – Assistant Director
Councilwoman Mary Bingham – Town Board liaison
Joanne Movrich
Susan Johnson
Via Zoom:
Mike Maginn
Chris Tomer

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:48
A QUORUM WAS PRESENT.
B) **A MOTION to adopt the agenda was made by Susan Tomaski, seconded by Casey Auerbach. The MOTION passed unanimously.**
D) A MOTION was made by Diane Egan, seconded by Casey Auerbach to accept the revised minutes of the January 13 meeting. The MOTION passed unanimously.

4. Public Comment –N/A

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:
    - The Community Rooms continue to be used by the Community. The Rooms were used 125 time by community groups.
    - Adult Programs attendance has increased from last year's totals. Thanks to the staff for producing these programs for the public. Waitlists exist for many of these programs because of the demand and our lack of capacity to host them.
    - Parking spots in front of the library continue to be an issue of concern for the MFL and its patrons. The Library Director went to the Village Board meeting on 2/4/25 to discuss the spots in front of the library and the Village Board was not willing to collaborate. They said parking is a challenge, they claimed they could

not enforce 30-minute parking, and they will keep spots metered. The library will continue to collect complaints and hand out slips of paper that include the mayor's email and a QR code that will direct patrons to complain directly to the village.

- March will launch our Decades Series. This is our annual series for 2025. It will run from March-August and will look back and the decades starting with the 1950s up until the present time. Each month will focus on a different decade. There will be programs, takes and makes, community projects and so many other small touches that will truly immerse our patrons in this experience. Stay tuned! Hotspots- The library recently purchased 3 new hotspots. 2 hotspots will remain with the laptops for checkout. The third Hotspot will be able to circulate on its own without the laptop.
- To date the MFL has accomplished 27 tasks from the required 174(16% of the certification process complete). The sustainability Committee has completed and/or is working on the many tasks, including: completing our garbage audit; working on indoor spaces tasks such as bringing nature indoors, access to natural light and access to standing desks; Encouraging staff to determine their personal household GHG Footprint; reviewing our cleaning products and revising them to adopt cleaning products that use more ecofriendly products.
- MWCSD Library Card Project -The school district recently published a video that briefly shared our collaboration with the library card distribution. They will be following up and providing more information to the community about this year's distribution.
- MWCSD Dog Man Contest- This contest was related to an extremely popular Dog Man Graphic Novel Series. This series was turned into a movie. In honor of the upcoming movie, we collaborated with the school district to offer a drawing contest. 842 students submitted to the contest across 6 MWCSD schools. MFL judged the contest and awarded the winners with 2 tickets to the flagship theater to see the Dog Man movie.
- Staff achievements- Samantha Angarola served on the RCLS Mock Printz Awards Committee. She also presented at the workshop. Southern Eastern Council Conference- Mike Maggin has been accepted to present at the 2025 SENYCON Conference on his Google Earth Programs.
- Patron Comments were read to the Board by the Library Director

6. **Treasurers Report**. – The Treasurer submitted the Financial Reports for the month of January 2025, and Revised December 2024 Financials for acceptance by the Board. The Treasurer noted that January expenditures were up due to some annual payments that come due at the beginning of the year. Warrants were performed and passed without exception. **A MOTION was made by Casey Auerbach, seconded by Kathleen Bayer, to accept the**

Revised December 2024 Financial Report AND the January 2025 Financials as presented. The MOTION was carried unanimously.

7. **Standing Committee Reports**

- Nominating Committee – No new candidates have applied for the vacant seat on the Board. The Library Director will post the opening on the library bulletin board, She will include the job description from the Trustee Handbook.
- Building & Grounds – N/A
- By-Laws –Nedda Tichi has volunteered to Chair the By-Laws committee. Thank you Nedda. The By-Law's description of the Public Relations Committee needs to be revised to reflect its role and a privacy policy needs to be drafted.
- Finance –
    - A Letter of Engagement was presented to the Board prior to the meeting to engage the firm of Lorelei A Pitt, CPA, P.C. to conduct our annual audit. The cost this year is $17,125 for services. The MFL has been satisfied with the work this firm provides and would like to continue to engage this firm. **A MOTION WAS MADE BY CASEY AUERBACH, SECONDED BY SUSAN TOMASKI, TO ACCPEPT THE LETTER OF ENGAGEMENT AND RETAIN THE SERVICES OF LORELEI A PITT, CPA,PC AS AUDITORS. THE MOTION CARRIED UNANIMOUSLY.**
    - Each year the Board must vote to override the tax cap. This action does not raise taxes or guarantee that an override will be necessary, but it done as a precaution. The following **MOTION WAS MADE BY CASEY AUERBACH, SECONDED BY NUCULA BROWN : Whereas the adoption of the 2026 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 2025 by at least sixty percent of the board of trustees as required by state law on February 10, 2025. THE MOTION CARRIED UNANIMOUSLY.**
- Fund Raising - A meeting of the committee was held before the monthly meeting and many valuable ideas such as holiday gift wrapping and popcorn sales were discussed among other ideas..
- Grants –N/A
- Library Operations- N/A
- Long Range Planning – N/A
- Public Relations – N/A

8. Special Committees -Ad Hoc Committee on Board Goals should meet to review the current Board Goals

9. Old Business – N/A

10. New Business – Valentines for Veterans has a table set up to write Valentines Cards for veterans. The cards will be delivered to Veteran Hospitals and the local American Legion post.

11. Good and Welfare –Board member Nucula Brown urged others to come out to Pine Tree to see the student production of Annie on 2//21 and 2/22.

VP Susan Tomaski called for the Board to move to Executive Session to discuss a personnel issue at 8:45

The Board returned at 9:06.

12. Call for Adjournment - **A MOTION for adjournment was made by Casey Auerbach and seconded by Dave Joye. The MOTION carried unanimously**. The meeting adjourned at 9:06.

Submitted by Diane Egan, _____,2025