Board of Trustees
Monroe Free Library
Minutes of the 2025 Annual Meeting (held at MFL)
Date: January 13, 2025

Trustees Present:

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

Trustee Absent: Casey Auerbach – Treasurer

1. The meeting was called to order at 7:05 PM. and the Pledge of Allegiance recited .
A QUORUM WAS PRESENT.

2. **A MOTION** was made by Patricia Shanley, seconded by Diane Egan to adopt the agenda. The **MOTION** pased unanimously.

3. A Presentation of Candidates for Officers of the Board of Trustees was made by the Secretary. These candidates and respective offices are:

- President – Patricia Shanley
- Vice President – Susan Tomaski
- Treasurer – Casey Auerbach
- Recording and Corresponding Secretary – Diane Egan

A MOTION was made, by Diane Egan, seconded by Patricia Shanley to accept the slate as presented. **The MOTION** passed unanimously

4. A Presentation of Slate of Trustees to be elected /re-elected to new 3-year terms was made by the Secretary. Those candidates are:

- Nucula Brown
- Diane Egan
- Kathleen Bayer

A MOTION was made by Diane Egan, seconded by Patricia Shanley, to accept the slate as presented. **The Motion** passed unanimously

6. A MOTION for Adjournment was made by Patricia Shanley, seconded by Nedda Tichi and passed unanimously. The meeting was adjourned at 7:25

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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
Joanne Movrich
Via Zoom:
Mike Maginn
Melanie Turner
Dianne Kenny
Chris Tomer

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 Casey Auerbach, seconded by Dave Joye. The MOTION passed unanimously.**
D) A MOTION was made by Diane Egan, seconded by Patricia Shanley to table the minutes of the December 2024 meeting. The MOTION passed by unanimously.

President Pat Shanley accepted with regret the resignation of Terry Schommer. The Board expressed its regret and expressed gratitude for Terry's hard work and years of service.

4. Public Comment – Joanne Movrich announced the date of the Spring Yard Sale as May 17, 2025. Joanne also informed the board that this year marks her 45th year as a MFL employee.

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 Director reported on usage of services, such as community rooms, and adult programming. Adult program attendance increased over 2023
    - Holiday Boutique & Holiday Raffle- The Holiday Raffle & Bake Sale raised $1432.00. This money has been earmarked to go towards the purchase of assistive technological devices. These funds raised and previous year's Holiday raffles

funds will be used to purchase the portable mini magnifiers for circulation and the Optelec Clearview Go Monitor which would be for in house use.

- Circulation Statistics were shared. They indicated a drop in total items circulated but a rise in online usage and Libby users.
- Give Away "Swag" – Elizabeth Perle recently purchased MFL branded swag that will be used in 2025 for contests, trivia, and other larger events like Library Card Sign Up Month and National Library Week. Items were shared at the Board Meeting. The Board agreed that the quality was exceptional and discussed how to use the items in the future
- Roof Leak- There is a small leak in the Children's department. WK Mechanical was called and determined it was not the HVAC unit and suggested that it was a roof leak. The Library Director is investigating and will follow up shortly.
- Parking spots in front of the library continues to be an ongoing issue, The Library Director has scheduled a meeting with the Mayor Dwyer on 1/17 to discuss this and the Story Walk.
- **RCLS updates -** The New Local Holds/ Circulation change was explained. From January 1st, all new fiction items will only be available for home library only check out for 90 days. After that, they will be available for other libraries to check out.

  Our Library Director did not agree with this policy, but since over 30 libraries have agreed to these new local holds the MFL felt it necessary to agree to this policy. Amanda believes that this will be a great disservice to our patrons who wish to borrow a book from another library. We are anticipating that it will increase the hold wait times on materials significantly.

  E-rate Discounts & CIPA (Children's Internet Protection Act) Compliance- RCLS is working with member libraries to become CIPA compliant so that we can collectively receive additional discounted e-rates from the state. A packet will be provided, and further workshops and presentations will be available. RCLS' goal is to have MFL and additional libraries CIPA compliant by May 1. More information to follow.

6. **Treasurers Report**. – The Treasurer submitted the Financial Reports for the months of November and December 2024 for acceptance by the Board. The Treasurer answered any questions board members had about the financial statements. Warrants were performed and all warrants passed without exception. **A MOTION was made by Casey Auerbach, seconded by Kathleen Bayer, to accept the November and December 2024 Financial Reports as presented. The MOTION was carried unanimously.**

   A discussion followed concerning the capital funding. **A MOTION was made by Casey Auerbach, seconded by Kathleen Bayer to increase the fiscal 2025 annual capital fund contribution from $25,000 to $33,000. The MOTION carried unanimously**.

Standing Committee Reports

- Nominating Committee - It was suggested and agreed that a notice of vacancy for the Board of Trustees should be posted on the library bulletin board for patrons to see. The Library Director also suggested that she ask loyal patrons and staff for recommendations.
- Building & Grounds – The Library Director reported how well the new custodian, Chris Tomer, was working out and how much better the library looks due to his work
- By-Laws – Due to Terry Schommer's resignation, a new committee chair is needed. A Privacy Policy needs to be drafted.
- Finance - see Treasurer Report above
- Fund Raising - A meeting of the committee was held before the monthly meeting and many valuable ideas were discussed. The committee will meet again next month before the scheduled monthly meeting
- Grants –A change of chairs occurred with Kathleen Bayer agreeing to become chairperson. The Board discussed the Carnegie Grant process and a reading grant from the Dolly Parton Foundation. The need to have an Institutional Survey completed was agreed upon,
- Library Operations- N/A
- Long Range Planning – N/A
- Public Relations – There was agreement that this committee needs to be redefined. The MFL has Public Relations Director on staff, so the Board should limit its PR to promoting the work of the Board of Trustees only.

8.. Old Business – N/A

9. New Business - Board President Pat Shanley is looking to establish an Ad Hoc Committee to investigate the issue of Directors Insurance for the Board. It was agreed that we should invite our insurance broker to a future meeting of the Board for information and to answer questions.

10. Good and Welfare –N/A

11. 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 8:47.

Submitted by Diane Egan, January 21,2025