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

Trustees Present:

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

Trustees Not Present:
Nedda Tichi

Also Present:
Amanda Primiano – Library Director
Mary Duffy – Assistant Director
Melanie Turner
Dianne Kenny
Joanne Movrich
Via Zoom:
Mike Maginn

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:35
A QUORUM WAS PRESENT.
B) A MOTION was made by Casey Auerbach, seconded by Kathleen Bayer to accept the minutes of the February 10 meeting. The MOTION passed unanimously.
C) **A MOTION to adopt the agenda was made by Nucula Brown, seconded by Casey Auerbach. 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 Director shared some statistics on programming and attendance particularly the increase in adult programming attendance and library card ownership. She reminded us that a purge of card holders who have been inactive will begin shortly with those inactive members contacted.
   - Building & Grounds - Sometime between Feb. 16 & Feb.17th the leak in the children's area expanded and caused a larger leak in the library. There was some water damage to 15ish books and the carpet squares. Chris, our Custodian, was able to swiftly replace the carpet squares. We were able to get a roofing company in quickly and the assessment was there was a hole in the roof. They fixed the hole and filled in any other voids in the roof. Siding project - While the roofing company was here, they also looked at our siding issue on the outside of the children's area. The Board received a copy of the quote for repair costs. We were previously given a quote for repair services by another company last year

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The Library Director will reach out again to the previous company and compare quotes. The Board felt it was imperative to move forward on this repair before the situation worsened and the repair became more expensive. **A MOTION WAS MADE BY CASEY AUERBACH, SECONDED BY SUSAN TOMASKI, TO PRE-AUTHORIZE UP TO $25,000 TO BE SPENT TO REPAIR THE ROOF AND REAR WALL OF THE CHILDREN'S DEPARTMENT AT THE DISCRETION OF THE BUILDING AND GROUNDS COMMITTEE. THE MOTION CARRIED UNANIMOUSLY.**

- The 2024 Annual Report was submitted to NY State as required by the Monroe Free Library. The Library Director prepared this report and shared its entirety with the Board prior to the meeting. She shared some statistics and highlights with the Board. Amanda had also presented the Report to the Town Board. Her emphasis was an analysis of the economic value that the library represents to the citizens of the Town of Monroe. In addition to the value of books borrowed in the community, the Museum Passes (which are provided to library patrons at no cost) saves the taxpayers over $5000 in out-of-pocket costs. **A MOTION WAS MADE BY CASEY AUERBACH, SECONDED BY KATHLEEN BAYER, TO ACCEPT THE MONROE FREE LIBRARY ANNUAL REPORT AS PRESENTED. THE MOTION WAS CARRIED UNAMIMOUSLY.**
- Melissa Quarles has submitted her letter of retirement. Her last day will be June 12. She will be here to help the new person's transition. The position has been posted, and we are hoping to have some in place by May so we can provide them with a smooth transition
- We currently have three open positions: PT Reference and PT Children's assistant. Both positions are close to being filled. Final interviews should be wrapped up in a week.
- MFL Open House - On April 12th from 11am-2pm, we will be hosting an open house. The purpose of this open house is to encourage the community to come to the library and learn about what we have to offer. There will be open craft, drop-in story time, a scavenger hunt, brief info sessions, a chance to win MFL swag and possibly a "Meet the Board" table. It might be an opportunity to recruit new board members.
- Our taxpayer support check was received and deposited into their respective bank accounts. The new building fund amount ($33,000) as approved by the board via the 2025 budget was correctly deposited along with the remainder of the board restricted funds.
- The Long Range Planning committee survey is live on our website and will be pushed out shortly on social media and in email blasts. The Town has also pushed it out on their website. We have received 30+ responses as of now.
- Grant Funds- 2024 2nd Payment of Orange County Grant funds was received in the amount of $3,620.27. These funds come from the Orange County Planning Commissioner's budget.
- OUTREACH -MWCSD Library Card Project continued with a visit to Pine Tree elementary school to distribute 124 library cards. Tech Help Senior Center also continued with a visit by Mike Maggin and Amanda Primiano to the Senior Center to provide tech help and a brief presentation on email scamming. We helped 4 people with one-on-one tech support and presented the brief presentation to 25 seniors. - Sue Johnson and Amanda also went to the senior center to facilitate a valentine's craft with 20 seniors.

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Melissa Quarles conducted a story time to 36 preschool children at the Monroe Presbyterian Church

6. **Treasurers Report**. – The Treasurer submitted the Financial Reports for the month of February 2025 for acceptance by the Board. Warrants were performed and passed without exception. **A MOTION was made by Casey Auerbach, seconded by David Joye, to accept the February 2025 Financial Report as presented. The MOTION was carried unanimously.**

7. **Standing Committee Reports**
   - Nominating Committee - N/A.
   - Building & Grounds –As per roof and wall repairs discussed earlier, the committee will evaluate the quotes received for repair.
   - By-Laws N/A
   - Finance – covered in the Treasurers Report
   - Fund Raising - A meeting was scheduled for 7PM before the next monthly meeting
   - Grants –The committee met on March 3 and will meet again on March 24 at 11:30AM
   - Library Operations- N/A
   - Long Range Planning – survey is out in the community and publicized in the Photo News
   - Public Relations – N/A

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

9. Old Business – N/A

10. New Business – Casey Auerbach informed us that the widow of deceased former Board member Gil Goetz has passed away.

11. Good and Welfare –N/A

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 8:10.

Submitted by Diane Egan, _____,2025

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