Draft
Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
July 8, 2019

Present:
Patricia Shanley - President
Charles LeViseur - Vice President
Barb Cullum - Recording Secty

Trustees:
Donna Deming
Patricia Asprea-Wright
Carol Connell Cannon
Diane Egan

Absent:
Mary Duffy - Ass't Director
Casey Auerbach - Treasurer
Theresa Schommer
Gil Goetz

Also Present:
Marilyn McIntosh - Exec. Director

1. Call to Order and Pledge of Allegiance by P. Shanley. A quorum was not present at this time - and it was decided to move the Director's Report up on the agenda.

2. Director's Report - Highlights -

- **a.** Adult programs and several trips that Catina has arranged are all going very well. They tend to book up quickly.
- **b.** The backyard deck is finished. Marilyn has contacted the DPW regarding the timeframe for them to level the land, and add topsoil and grass.
- **c.** The lights for the circulation and reference desks are in and will be installed.
- **d.** BOCES has booked Community Room B and will be offering a two month ESL class.
- e. Jonathan is helping to translate all MFL info brochures in Spanish.
- f. The Flag Day ceremony was a brilliant success. About 30 people attended. Diane Barrone did an outstanding job coordinating and speaking. It was a great honor to have our veterans there to perform the rituals and guide the attendees through this salute to honor our nation's flag. Josh LeViseur rolled the drums as the Boy Scouts raised the new flags. Refreshments were then served.
- g. Grant money for the backyard project will arrive in September.
- h. RCLS is covering the fees for the Tax Certiorari issue. Marilyn sent them the documentation.

Official meeting began at 8:21pm. A quorum was now present.

3. MOTION by T. Asprea-Wright, 2nd by D. Deming to approve the Agenda. MOTION approved unanimously.

4. Public Comment - n/a

5. Treasurer's Report - MOTION by C. LeViseur, 2nd by D. Deming to accept the Treasurer's Report that was emailed to the Board by C. Auerbach. MOTION

approved unanimously.

6. Committee Reports
   - **a.** Nominating - MOTION by D. Deming, 2nd by T. Asprea-Wright to vote Diane Egan onto the Board. MOTION approved unanimously - welcome Diane!
   - **b.** MOTION by B. Cullum, 2nd by T. Asprea-Wright to approve June 2019 minutes with change of "ALA" to "OLA". MOTION approved unanimously.
   - **c.** Buildings and Grounds -
     - **i.** Discussed the idea of using drainage stone to alleviate the backyard area that is affected by the runoff from the adjoining property. Charlie will further discuss this with the Buildings and Grounds Committee and get a cost estimate.
     - **ii.** Exterior building issues are not an emergency at this point in time. Will decide how to proceed with rectifying these - manufacturer vs. subcontractor.
     - iii. Book Garden - good source of revenue for MFL - Diane LeViseur to coordinate with Friends of the Library to help with this project.
     - iv. Charlie will coordinate a meeting between Buildings and Grounds, Finance, and Long Range Planning to discuss bids, demo, etc.
   - **d.** By-Laws - In reference to Section B/ Letter E which states " A Board Member whose term is up December may still attend the January Meeting". MOTION by C. LeViseur, 2nd by D. Deming. 6 approve, 1 abstain - MOTION approved.
   - **e.** Finance and Audit - all good.
   - **f.** Fund Raising -
     - **i.** Fund Drive - Pat wrote the letter for the Fund Drive and Alex will get the updated list of names and addresses.
     - **ii.** Halloween Pet Costume Contest - Will take place in late October. Board Members as judges, Vendors to sell and donate. Alex will help Tricia with $5 online registration. Tricia will reach out to local vets.
   - **g.** Grants - n/a
   - **h.** Library Operating - Donna chairing this committee.
   - **i.** Public Relations -
     - **i.** need to design spreadsheet to communicate sign up and maintenance the buckets.
     - **ii.** Tricia to deliver cards with MFL info to homebound patrons and Donna will deliver these cards to Hospice clients.
     - **iii.** Gil and Tricia will visit the Senior Center and do a presentation on MFL.
   - **j.** Long Range Planning - Will do a table at the local Farmer's Market
7. Organization Reports of Special Committees n/a
8. Old Business - Workplace will get an upgrade in the beginning of August to make it more user friendly. Once the upgrade is done, Charlie will set a date to train the Board members as to how to use Workplace.
9. New Business - n/a
10. Good and Welfare - n/a
11. MOTION by C. LeViseur, 2nd by D. Egan to adjourn the meeting at 9:28pm. MOTION approved unanimously.

Next Board Meeting scheduled for August 12, 2019 at 8:00pm