Board of Trustees- Monroe Free Library
Minutes of Monthly Meeting
November 12, 2018

Present:	**Trustees:**
Patricia Shanley-President	Theresa Schommer
Charles LeViseur-Vice President	Barbara Cullum
Casey Auerbach-Treasurer	Donna Deming
Ann Marie Buckley- Recording Secty	Gil Goetz
Diane LeViseur- Corresponding Secty	

Also Present: Mary Duffy- Ass't Director, RCLS Board Members-Anita Baumann and Carl Berkowitz

1. Call to Order and Pledge of Allegiance at 8:01pm by P. Shanley. A quorum was present.
2. MOTION made by D Deming, 2nd T Schommer to Adopt the Agenda. MOTION approved unanimously.
3. MOTION made by AM Buckley, 2nd T Schommer, to approve October 2018 meeting minutes. MOTION approved unanimously.
4. Public Comment-Introduction of RCLS Board Members; Possible holiday concert at 12/8 Book Sale
5. Directors Report-Highlights
    a. Fines collect have been reduced by ½, approximately $150. due to automatic renewals (3x) and Seniors being exempt from paying late book fines
    b. 2018 Handbook for Library Trustees distributed to the Board
    c. 10/31/18 injury outside the library reported to Monroe PD and documented
    d. Letter to Photo News to promote the Library vote written by P Shanley acknowledged
    e. Largest vote margin since 2012 due to staff and board efforts
    f. Grant award of $9,710 received for backyard projects
    g. New MFL website scheduled for early December reveal
    h. Exceeded tax cap by $440. No effect on taxpayer refund.
    i. New hires-Michael Maggin, Reference Clerk, DOH 10/ /18; Haley Carlisle, Children's Ass't, DOH 10/ /18
6. Treasurer's Report-
    a. No significant issues
    b. Core month for investments, loss of $1,700
    c. Finance committee to review possible investment options
    d. MOTION by C Auerbach, 2nd D Deming, to accept October 2018 Financial Reports. MOTION approved unanimously
7. Committee Reports
    a. Nominating- 2019 Officer Ballot distributed for a January 2019 vote
    b. Building & Grounds- n/a
    c. By-Laws – MOTION by G Goetz, 2nd C Auerbach to accept all of the following changes to the By Laws: MOTION approved unanimously
        i. ARTICLE IV – OFFICERS Section 6. Corresponding Secretary, Remove 'B' since it's redundant to the Recording Secty. minutes and unnecessary work.
        ii. ARTICLE V – COMMITTEES Section 4. Co-chair, to read- Each chairperson **may** name a co-chair who will serve as chair if for any reason the chair is unable or cannot fulfill their duties.
        iii. Section 5. Executive Committee, to read-There will be an Executive Committee that will consist of the officers. The executive committee has the authority to handle any situation with urgent circumstances or transact any emergency business within the lawful authority of the Board. The Executive Committee must report any business transacted or decisions made in the absence of the full board to the full board as soon as possible.

iv. Section 6. Library Operating Committee, Removal of 'B'; 'E' to read- Develop and maintain a list of library Policies.
v. Section 7. Finance Committee, 'A' to read- Review and evaluate annual budget.
vi. Section 8. Public Relations Committee, Removal of 'A'
vii. Section 10. Fundraising Committee, 'A' to read- Explore and encourage sources of funding; Removal of 'C'
viii. Section 11. Grants Committee, 'B' to read-Explore and implement endowment programs.
ix. Section 13. Nominating Committee to read-The nominating committee shall consist of up to three (3) Trustees and will be appointed by the President in October of each year; 'D' to read-D. Report on Trustees who have unexcused absences recorded for three consecutive meetings during a twelve month period. Contact the Trustee and inquire as to his/her continuing interest in serving the Library. A Trustee who misses three (3) consecutive Board meetings in any calendar year shall be subject to removal.
x. Section 15. Audit Committee, 'A' to read- Ensuring the auditing firm has the requisite skills and experience to carry out the auditing function for the organization; 'C' to read-The full board should review the annual audit and the audit committee's report and recommendations; Removal of 'D'
xi. ARTICLE VII - MEETINGS Section 4. Minutes, to read- The minutes of all regular, committee, annual or special meetings called by the Board shall reflect Board member attendance. All absences shall be noted in the attendance section of the minutes of all Board meetings.

d. Finance
    i. MOTION by C Auerbach, 2nd C LeViseur to accept L. Pitt's fee proposal for the 2018 Audit services with caveat of additional $480.for services not mentioned in offer letter, i.e. annual report and IRS 990 Forms. MOTION approved unanimously
    ii. MOTION by C Auerbach, 2nd C LeViseur to eliminate the need for a 2nd signature for the monthly Health Pass check, not to exceed $4,800. This is to be voted on again in March 2019. MOTION approved unanimously
e. Fund Raising- n/a
f. Grants- n/a
g. Library Operating- MOTION by AM Buckley, 2nd T Schommer to accept the 'Unattended Childrens Policy' as written. MOTION approved unanimously
h. Public Relations-n/a
i. Long Range Planning- Additional locations, Lake Region Tire, YMCA, Lakes Rd Dr's office, to accept buckets of MFL books. A list of possible locations to be created.

8. Special Committees-n/a
9. Old Business- Osbourne Books- C Auerbach still researching as a fund raiser.
10. New Business
    a. Setting up an 'Angel Tree' to collect books for donations, beginning 11/23/18
    b. M Duffy attended MidHudson Valley SHRM annual conference
11. Good and Welfare
    a. Library honored veterans
    b. Josh LeViseur is participating in the area All State music events and qualified for All County and Area All State

MOTION by C. LeViseur, 2nd D Deming to adjourn the meeting at 9:55pm. Motion approved unanimously.

Next Board Meeting scheduled for Monday, December 10, 2018