Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
March 11, 2019

Present:
Charles LeViseur - Vice President
Casey Auerbach - Treasurer
Barb Cullum - Recording Secty

Trustees:
Theresa Schommer
Donna Deming
Gil Goetz
Patricia Asprea-Wright
Carol Connell Cannon

Absent:
Patricia Shanley

Also Present:
Marilyn McIntosh - Exec Director
Mary Duffy - Ass't Director

1. Call to Order and Pledge of Allegiance at 8:00 pm by Charles LeViseur. A quorum was present.
2. Adoption of Agenda - MOTION made by C Auerbach, 2nd G Goetz to Adopt the Agenda. MOTION approved unanimously.
3. Disposition of Minutes of January 2019 Meeting - MOTION made by D Deming, 2nd C Cannon to approve January 2019 meeting minutes. MOTION approved unanimously.
4. Public Comment - n/a
5. Director's Report - Highlights
    a. Mike created "If You Like" music bookmarks which are very popular.
    b. Upcoming music programs include Yellow Submarine and The Music of Woodstock.
    c. Alex and Mike attended Advocacy Day in Albany.
    d. The "love note" postcards designed by Alex had a wonderful response from the public, and were hand delivered to our representatives on Advocacy Day.
    e. The NYS Annual Report was completed on time - we are doing well.
    f. Thank you to Pat Shanley for in memoriam donation of $125.00.
    g. New crocheted bookworm initiative for juvenile card holders.
    h. Marilyn will be giving a workshop at RCLS on March 13 on Director/Trustee relationships.
    i. Two Sexual Harassment training sessions have been completed with one more to go.
    j. "Sweet Saturdays" were a great success. Thanks Terry and Pat for volunteering. Will schedule them again just prior to election time.
    k. Audit Report is progressing well. Deana will contact Casey when completed.
    l. MFL received a grant in the sum of $6,480.03.
    m. Discussion of artistic wall tiles as possible fund raiser.

n. Robert Hubsher - Executive Director of RCLS is resigning.

6. Treasurer's Report:
    a. Casey performed Warrant Audit - all good - we are doing well.
    b. Letter of demand to the town to get our yearly appropriation was hand delivered by Casey. The town required us to sign a contract prior to releasing the money. Discussed how to handle this going forward. Marilyn and Carol will work to get this resolved, possibly getting our lawyer and Grace from RCLS involved.
    c. MOTION by C Auerbach, 2nd G Goetz to accept January 2019 and February 2019 financials. MOTION approved unanimously.
7. Motion to go into Executive Session, 8:37 pm. MOTION to accept, made by D Deming, 2nd C Cannon. MOTION approved unanimously. Motion to leave Executive Session, 8:57 pm. MOTION to accept, made by C Auerbach, 2nd D Deming. MOTION approved unanimously.
    a. Proposal One: Changes to the Non-Union Employee Handbook effective January 1, 2019, MOTION to accept made by D Deming, 2nd C Auerbach. MOTION approved unanimously.
    b. Proposal Two: Additional salary increase of 1/2%, which is in addition the 2018 3% increase for the non-union employees b, c, d, e, and f. Effective January 1, 2019. Non- union employee a will be excluded, and determined in a separate session. MOTION to accept made by C Auerbach, 2nd C Cannon. MOTION approved unanimously.

8. Committee Reports
    a. Building and Grounds
        i. Backyard flooding most likely due to physical changes made to adjacent property. Marilyn spoke with the owner of the property who stated she will have someone come look at what can be done.
        ii. MOTION by C Leviseur, 2nd G Goetz to pay MJS Engineering & Land Surveying, PC $1,500.00 which will allow MFL to move forward on backyard project. 6 approve, 2 abstain. MOTION approved.
        iii. Book garden - AA Services LLC abatement estimate came in at $100,000.00 as there are multiple areas of asbestos. We can qualify for a construction loan. Gill will further assess odor problem. Patricia suggested Himalayan Salt Lamp.
    b. By-Laws - Terry requested each committee chair submit a job description that specifically defines their responsibilities to ensure each committee is in compliance, and working effectively with proper protocol. Due prior to next bd. mtg.
    c. Finance / Audit Report (the town and our money email discussion)
        i. Finance - Marilyn suggested financial maneuvering for check from Town to maximize interest rate. Casey will put out RFP for new payroll provider.
        ii. Audit Report - Will review at next mtg. Terry and Charlie will join The Audit Committee.
    d. Fund Raising - Marilyn shared information on Tile Fundraiser.

e. Grants - n/a
f. Library Operating - Bookkeeper Status, Non Union Staff Salary - She is currently non-union.
g. Nominating - Still advertising for 2 additional trustee positions. Possibly reach out to community businesses to fill these positions.
h. Public Relations - Great job on our new web page Terry!!
i. Long Range Planning - n/a

9. Organization Reports of Special Committees n/a
10. Old Business - MOTION by D Deming, 2nd T Schommer to accept Collection Development Policy and Diversity Policy. MOTION approved unanimously.
11. New Business - n/a
12. Good and Welfare -
    a. Congratulations Charlie on your position.
    b. Get well wishes for Marilyn's son who was injured in a snowboarding accident.
    c. Terry is enjoying being a grandma!

MOTION by C LeViseur, 2nd C Auerbach to adjourn the meeting at 10:04 pm. MOTION approved unanimously.

Next Board Meeting scheduled for Monday, April 8, 2019