

**Board of Trustees  
Monroe Free Library**

**Minutes of Monthly Meeting  
April 8, 2013**

**Present**

S. Keltai - President  
K. Demos – Vice President  
B. Zerner – R. Secretary  
P. Browne - Treasurer  
C. Pakula  
G. Whittington  
P. Shanley  
R. Ross

**Absent / Excused**

D. Harris – C. Secretary  
B. Zeman

**Also Present**

M. McIntosh - Library Director

Members of the Public including Staff and Friends

**Call to Order**

President S. Keltai called the meeting to order at 8:05 p.m.

**Disposition of Minutes**

*Motion to approve the minutes as corrected*

*Motion made by: K. Demos*

*Seconded by: G. Whittington*

*Ayes: 7*

*Abstain: P. Browne*

**Public Comment**

None

**Correspondence**

None

**Directors Report**

M. McIntosh presented:

- ▶ Rocco did repairs on the dentist building and will be repairing the crack in the sidewalk.
- ▶ The locksmith repaired the lock on the book drop. We will soon need a replacement.
- ▶ Catina and the reference staff held an in-service on March 27th.
- ▶ Weeding is continuing with a goal of finishing by the start of summer
- ▶ The “Jobs Now” program will begin in April, was made possible by a grant providing online tutoring for resume/cover letter writing.

▶ Ian has created the current newsletter featuring 25 different front covers. Each cover shows different photos of “I’m Standing Up for the Library” participants.

### Treasurers Report

P. Browne reported on her meeting with Bookkeeper to review the Operating Budget/Expenses for the first quarter

*P. Browne presented March 2013 budget report.*

*Motion for approval subject to audit: K. Demos*

*Seconded by: C. Pakula*

*Ayes: 7*

*Nays:*

*Abstain: G. Whittington*

## COMMITTEE REPORTS

### Executive Committee

No Report

### Steering Committee

K. Demos presented:

Further to the brief email proposal that Hometown Bank submitted last month, R. Newkirk (representing the bank) furnished MFL with a formal proposal, which included their offer of 4.87%.

R. Guertin contacted C. Fiorello (Provident Bank) to follow up and inform him of the Term Sheet MFL received from Hometown Bank (which included their offer of 4.87%), to which Provident counter offered 4.79%.

In an effort to get MFL the best offer possible, a motion was made to proceed (at no additional cost) to invite Hometown Bank to an in person meeting with our Counsel.

*Motion for approval by: C. Pakula*

*Seconded by: P. Browne*

*Ayes: 9*

*Nays:*

*Abstain: R. Ross*

During the meeting of January 16<sup>th</sup> at Provident Bank we requested that P. Mays provide a timeline for the ongoing preparation for MFL’s expansion project to include estimated funds needed during the process.

We received a partial timeline which called for a Hazmat Study to be completed in April.

As of this date we have secured only one bid. (from Ambient Environmental).

As this is an important requirement for the process, a motion was made to authorize our President to sign the contract with Ambient Environmental without continuing to seek additional bids.

*Motion for approval by: K. Demos*

*Seconded by: P. Browne*

*Ayes: 9*

*Nays:*

*Abstain: C. Pakula*

The architect has advised that the underground oil tank that has provided heat to MFL for the last 30 plus years, is a hazard to the environment , and very costly in comparison with natural gas. He recommends that the tank be excavated during the expansion. Discussion at the table included that some of the cost for the excavation can be offset by applying the settlement of the escrow funds from 42 Millpond Pkwy. P. Browne added that she has contacted Cross River and other companies and is awaiting responses.

*Motion to prepare to decommission the underground oil tank, by obtaining bids*

*Motion for approval by: C. Pakula                      Secoded by: K.Demos*

*Ayes: Unanimous*

*Nays:*

*Abstain:*

At the January 16<sup>th</sup> meeting at Provident Bank, the architect's documents noted the construction cost listed at \$281. per square foot. The bank requested a "Detailed Itemized Cost Summary".

Irving Zuckerman was contacted to prepare the Report.

On March 25<sup>th</sup>, I. Zuckerman submitted a bid for \$12,000 for Verticon's Estimating Services.

Today, April 8<sup>th</sup>, C. Pakula submitted an informal proposal from J. Sherman RA.

C. Pakula will speak with J. Sherman to request a formal proposal/bid for the position of Construction Manager Contractor (CMC).

*In order to obtain the Best Service at the Best Price for MFL, A motion was made to get additional bids for a Construction Manager Contractor (CMC).*

*Motion for approval by: C. Pakula                      Secoded by: S. Keltai*

*Ayes: Unanimous*

*Nays:*

*Abstain:*

With reference to the issue of the roof, Frank Stevens submitted an estimate to repair the existing roof (as was the original task). Although the roof estimate was forwarded to P. Mays, a revision will have to be re-submitted when the entire project is coordinated and put out to bid. At this time we don't have enough information to seek additional bids.

### Audit Committee

B. Zerner presented: The Board is required to accept the 2012 Annual Report filed with the State. With a few questions that remain unclear a motion was made.

*Motion for approval by: C. Pakula                      Secoded by: P. Shanley*

*Ayes: 5*

*Nays: K. Demos*

*Abstain: B. Zerner; P. Browne*

### Building & Grounds

P. Browne reported: She tried to contact Cross River to inquire if they are licensed to perform the Hazmat . Paulette thinks the proprietor was on vacation, as he has not yet replied.

As soon as he returns, Paulette will ask him to bid to decommission the underground tank (as above).

By Laws:

No Report

Finance

No additional report

Fund Raising

R. Ross reported: Annual Fund Drive preparation is going smoothly. Next committee meeting scheduled for April 10<sup>th</sup> @ 9:45 AM

Grants

P. Shanley reported: She will go back to her notes regarding the requirements and restrictions in seeking bids for the Windows (applying the State Grant that was approved)

Library Operating

D. Harris emailed that she will be setting up a meeting this month.

Long Range Planning

D. Harris emailed that she will be setting up a meeting this month.

Nominating

No Report

Public Relations

S. Keltai is excited about the "I'm Standing Up for the Library" campaign and wants to thank the committee.

G. Whittington reported: Committee met last week. The campaign is gaining momentum. Ian proposes to add 10 posters inside the library and 3 outdoor banners . Additional funding was requested to cover the new project.

*Motion for approval to fund with \$500.: S. Keltai                      Seconded by: C. Pakula*

*Ayes: Unanimous*

*Nays:*

*Abstain:*

Old Business

The Multi Committee Meeting scheduled for March 18<sup>th</sup> was originally planned for I. Murphy to make a proposal detailing the Replacement of Computers. Due to the inclement weather the meeting will be rescheduled.

New Business

M. McIntosh and S. Keltai are trying to contact B. Bowen to close unfinished issues following B. Bowen's resignation last month.

P. Browne readdressed amending MFL's Charter. A discussion followed. M. McIntosh will email past documents to review.

C. Pakula complimented the staff for their excellence during the Monroe Expo.

Good & Welfare

C. Pakula reminded the board that the Lions Club is collecting recycled eyeglasses and cell phones for Veterans.

*Motion to adjourn by: C. Pakula                      Seconded by: P. Shanley*

*Meeting adjourned at    10:10    p.m.*

Respectfully,  
*Barbara Zerner*

Next regularly scheduled Board Meeting will be on Monday, May 13, 2013 at 8 PM