

Monroe Free Library
Minutes of the Meeting of the Board of Trustees of the Held on May 13, 2013

Present Board Members		Absent
S. Keltai, President	P. Shanley	B. Zeman
K. Demos, Vice President	G. Whittington	C. Pakula
P. Browne, Treasurer	R. Ross	
B. Zerner, Recording Secretary*		
D. Harris, Corresponding Secretary		

*Arrived for Audit Report to end

Also Present

M. McIntosh, MFL Director

Call to Order

S. Keltai called the meeting to order at 8: 07 p.m.

Disposition of April 8, 2013 Minutes

Motion to approve the minutes as corrected.

On motion of K. Demos seconded by P. Browne

Abstain: D. Harris

G. Whittington suggested that draft minutes by emailed to all Trustees and then posted on the bulletin board. All agreed.

Public Comment

None

Correspondence

S. Keltai presented thank you note from staff thanking Trustees for appreciation luncheon.

K. Demos referenced a notice a Sacred Heart thanking MFL for the food drive.

P. Browne presented Letter of Intent from T. Hommer and I. Nozari regarding Trusteeship

M. McIntosh presented correspondence sent to B. Bowen regarding endowment books, a lost check, and a letter received from NY State Library Assistant Association regarding accolades of M. Ornstein and the role MFL played in supporting her.

Directors Report

M. McIntosh presented:

- Rocco working on sidewalks.
- C. Stevens checked the roof and advised that we do minor repairs \$1,500 or wait until the expansion and then have the roof replaced.
- DVD thefts have been reported to Police. C. Pakula will be coming in to review security tapes.
- S. Skeels will be retiring officially on 6/1/2013
- M. Duffy will be taking over S. Skeels position.
- Annual report needs to be approved for public review.
- CDARS funds previously approved to be moved have not been moved. A decision as to what type of account the funds should be move to is needed.

P. Browne made a motion approving the report previously prepared by I. Murphy and circulated by M. McIntosh, the motion passed unanimously.

P. Browne made a motion rescinding the 3 previously made motions, marked as 13.2, 13.3 and 13.4. S. Keltai seconded the motion, the motion passed unanimously.

P. Browne made a motion to remove \$350 K from CDARS account for repairs as indicated by the architect, salaries and/or raises, as previously approved, and \$30K for the matching window grant funds as previously approved. Motion seconded by D. Harris. Motion passed unanimously.

Discussion regarding computer lab, breaking, aged and slow computers. M. McIntosh will direct I. Murphy to meet with Steve, the volunteer providing assistance with computer issues.

Discussion re NY State charter status. Documentation was forwarded to counsel for review and an opinion. M. McIntosh to request statutes etc., from NY State contacts who advised her. The process to change the charter is 2 to 3 months.

Treasurer's Report

P. Browne reported that financials were not received from M. Arias (bookkeeper) due to a misunderstanding. A discussion was had regarding recategorizing items in automation. P. Browne and M. Arias will be meeting in 2 months to do a line-by-line review of the QuickBooks reports.

On motion for approval by P. Shanley seconded by S. Keltai

Ayes: 6

Opposed: K. Demos

COMMITTEE REPORTS

Steering Committee

K. Demos presented: Counsel provided a bank recommendation. Hometown is the more favorable bank. D. Harris will call Hometown to advise them of this.

K. Demos presented completed 990. A discussion ensued about errors in reporting, the filing deadline and amending the audit.

- *D. Harris made a motion to submit the 990 for filing with the caveat that the 990 be amended. P. Shanley seconded.*
- *Ayes 6*
- *Opposed: P. Browne*

M. McIntosh provided K. Demos with bills from the Mays firm, previously paid, breaking out work done for grants and work done for expansion project.

Audit Committee

K. Demos reported re 990 2012 Tax return

Changes provided to the auditor, some made, others not. New questions were raised, new schedules added Stated 2012 with 1,837,931 ended the year with \$1,967,207.

Pages 7 and 8 of the 2011 tax amended tax return appear not to be posted.

There are errors in reporting about the MFL and the Book Garden land and buildings. It was agreed that the information needs to be corrected.

Buildings & Grounds

P. Shanley reported the leak in the ceiling was found and resolved.

P. Browne reported: Estimates for tank removal have been secured and provided to P. Mays. Crossriver Environmental's removal expert provided a \$250 discount to MFL, because as he stated, "it is his library, used by his children." P. Browne discussed her concerns about the architects not knowing that the tank had to be removed, even after inspecting the premises and many visits.

By Laws:

P. Shanley presented proposed changes to By Laws. Section 1 Trustees and Section 3. Terms.

An in depth discussion was had regarding Associate Trustees and the current 6 month probation period as stated in the By Laws versus Trustee position, with no waiting period.

Finance

P. Browne presented \$1,282,601 v. \$1,172,610 a difference of \$111,000. Marilyn surmised the difference relates to building fund. P. Browne and M. McIntosh discussed working with the bookkeeper to assign line items to avoid confusion.

Fund Raising

R. Ross reported that she is exploring organizing record fundraisers and brainstorming with her committee. She thanked all who assisted with the last minute stuffing party.

M. McIntosh provided R. Ross with the name of A. Wagner who has a new and improved fundraiser at Uno's.

Grants

P. Shanley reported she investigated a possible IDA grant, MFL did not qualify.

Library Operating

No Report, The committee will meet with Finance to review and address the Personnel Resolution circulated by M. McIntosh.

- *K. Demos made a motion to approve the personnel changes proposed in M. McIntosh's resolution retroactive to when the positions were instituted. Seconded by D. Harris, motion passed unanimously.*

Long Range Planning

D. Harris reported: Vendors were invited to provide MFL with Request for Proposals ('RFP's) for the estimation phase of new construction. Umarx was the chosen vendor, based upon among other things, experience particular to libraries.

Nominating

P. Browne reported as stated in correspondence we have 2 Trustee candidates.

P. Shanley and G. Whittington discussion followed regarding "associate trustee" v. "trustee" positions and concern with the diminished number of board members consideration should be made for full trustees.

P. Browne made motion to ask for a vote for Mr. Nozari as an associate Trustee.

Motion seconded by S. Keltai

Ayes: 5

Abstentions: P. Shanley, R. Ross, G. Whittington

Public Relations

G. Whittington provided update on successful "Stand up for Your Library Campaign" and the appreciation party held for library staff.

Old Business

P. Browne reported that she contacted the DEC for an opinion on Storm Water Drainage, a topic discussed with the architect. MS04 is a 5 year old regulation which has no bearing on our expansion project. MFL should not incur costs for this, nor for Monroe permit fees as indicated by the architects and the Sandor engineering firm.

New Business

B. Zeman letter requesting leave of absence. It was agreed that she will be allowed a leave of absence for a period of 3 months through June, July and August 2013.

On motion to adjourn of G. Whittington, seconded by P. Shanley

Meeting adjourned at 11:15 p.m.