

**Board of Trustees
Monroe Free Library**

**Minutes of Monthly Meeting
June 10, 2013**

Present

S. Keltai - President
K. Demos – Vice President
B. Zerner – R. Secretary
D. Harris – C. Secretary
P. Browne - Treasurer
C. Pakula
G. Whittington
P. Shanley
R. Ross
H. Nozari (Associate Trustee)

Absent / Excused

B. Zeman (on leave of absence)

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 8:02 p.m.

S. Keltai started the meeting by introducing T. Schommer, who presented her interest in joining the Board of Trustees.

Disposition of Minutes

Motion to approve the minutes of the May13,2013 Board meeting as corrected

Motion made by: K. Demos

Seconded by: G. Whittington

Ayes: 8

Abstain: C. Pakula

Motion to approve the minutes of the May 18, 2013 Special Meeting as corrected

Motion made by: K. Demos

Seconded by: G. Whittington

Ayes: 8

Abstain: C. Pakula

Public Comment

Correspondence

None

Directors Report

M. McIntosh presented:

- With reference to the sidewalk on the Book Garden property, the garbage truck puts a lot of stress on what Rocco has repaired. He is working on solutions.
- We have a new volunteer on board, and our volunteer who returned from Florida has resumed her duties.
- We have received a large number of resumes for the new reference clerk position.
- M. Duffy has started in her new position as Assistant Director.
- The front section of our latest edition of By the Millpond is dedicated to Suzanne Skeels, highlighting many of her accomplishments through the years.
- MFL received a \$300. Grant for the Children's Department , called "Beneath the Service"
- M. McIntosh and P. Shanley will be attending a Grant Seminar on June 26th.
- The Friends purchased many new Museum Passes to be loaned out to our patrons.

Treasurers Report

P. Browne presented.....The May 2013 Budget Report had some discrepancies. Bookkeeper's notes / figures not clear. P. Browne will get further details from Bookkeeper and M. Duffy.

M. McIntosh had copies made of the most recent Finance Chart for distribution to all trustees.

K.Demos requested a combined meeting of the Finance Committee / Audit Committee with both Director and Bookkeeper.

COMMITTEE REPORTS

Executive Committee

K. Demos presented: Different members of the Board and our Director are receiving different information from various contractors, resulting in major miscommunications. To avoid further misunderstandings, communications with contractors will be limited to specific persons. We hope to install the same system that was put into place with reference to our attorney and architect.

Steering Committee

K. Demos presented: There will be a Major Meeting on Friday, June 14th, at Hometown Bank, together with our lender, our architect, and our attorney. The engineer Mike Sandor and UWMarx are also expected to be there. K. Demos encouraged all Trustees to make an effort to attend. She requested all Board Members to email their comments on all reports prior to Friday's meeting. The meeting will begin at 9:30 AM and end by 12:30 PM.

Further updates:

- Received contract from UWMarx
- Our Attorney negotiated a very good deal as per the Term Sheet from Hometown Bank
- P. Browne submitted a letter to the Village Mayor to request waiving of fees
- UWMarx proposed that construction may take as long as 10 months. We will need an Ad Hoc Committee to scope locations and oversee the move to temporary quarters. (C. Pakula questioned expenses we will incur.)
- Received a bill from Verticon for services rendered.

Audit Committee

No Report

Building & Grounds

P. Shanley reported: M. Duffy received three estimates to repair the door. Dash Company of Middletown was selected.

By Laws:

P. Shanley reported: Requested a vote on the revision to Section 4 , Article 3 Absenteeism, that was presented at the March Board Meeting.

REVISION:

If a trustee has three absences in a twelve month period the Executive Committee will discuss the matter with the trustee to determine whether s/he feels able to fulfill their commitment to participate on the board. If the Executive Committee feels it necessary they may bring the matter to the full board for further discussion.

Motion to revise the By Laws- Section 4, Article 3 Absenteeism

Motion made by: K. Demos

Seconded by: D. Harris

Ayes: Unanimous

Finance

No Further Report

Fund Raising

R. Ross presented: She and C. Pakula met several times. The Annual Fund Drive letter should be mailed out next week.

C. Pakula was very helpful in stuffing the envelopes.

C. Pakula distributed the new Discount Cards to trustees for selling.

MFL has a Fundraiser at UNO's for the entire month of July.

They discussed suggestions for possible Future Fundraisers

- Guinness Book of World Records
- 5K Race
- Soap Box Derby
- Pennies (or Dollars) for the Library
- Indoor Miniature Golf at the Library

Grants

P. Shanley reported: The Grant monies have not yet been released from the State. RCLS has not yet formally announced the recipients.

Long Range Planning

D. Harris reported: M. Sandor contacted P. Mays at the 11th hour requesting that the library sign off on his site plan (which differs from the plan that we had agreed upon). We will review this with him during the meeting scheduled for Friday (see Steering Committee above)

D. Harris talked about staff participation in the proposed Ad Hoc Committee (see Steering Committee above), suggesting C. Bezkorowajny and M McIntosh represent staff.

Library Operating

D. Harris reported: Must go into Executive Session at the end of the meeting.

