

**Board of Trustees
Monroe Free Library**

**Minutes of Monthly Meeting
October 21, 2013**

Present

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

Absent / Excused

R. Ross
P. Shanley

Also Present

M. McIntosh - Library Director

R. Guertin – Attorney for Library

M. Arias – Bookkeeper for Library
(Left at 10:35 p.m. at start of New Business)

Members of the Public including Ed Virag
M. Duffy – Assistant Director

A. Zuckerman and J. D’Angelico – Verticon
(arrived at 10 PM to speak with Trustees under New Business)

Note: Meeting Scheduled to start at 8:30 PM to allow Board Members to attend Monroe Village Planning Board Meeting at 7 PM.

Call to Order

President S. Keltai called the meeting to order at 8:30 p.m.

Disposition of Minutes

Motion to approve the minutes of the September 9, 2013 Board Meeting

Motion made by: B. Zerner Seconded by: P. Browne

Ayes: Unanimous

Abstain:

Motion to approve the minutes of the Special Meeting of September 30, 2013

Motion made by: D. Harris Seconded by: P. Browne

Ayes: Unanimous

Abstain:

Public Comment

E. Virag of Dynamic Creations expressed his disappointment in being disqualified during the bidding process for the Windows Project. R. Guertin reaffirmed the reason BRM excluded Virag's bid. The specifications for bidding were clearly stated, and Dynamic Creations submission was missing three of the seven required documents. This is clearly stated on the Bid Tabulation.

Correspondence

- Letter received from patron, graciously including a check for \$100., thanking the library for the wonderful Music Program last month.
- Letter from the Wooster Library thanking MFL for donating recycled books to them.
- Letter from the Community Foundation of Orange County, thanking MFL for the \$1000. donated to the 9 /11 Firefighter's Fund, with fines collected by MFL during the week of September 11th this year.
- Memo from R. Ross, submitting her resignation to the Board of Trustees.

Director's Report

M. McIntosh presented:

- MFL has planned events for " Friends of Library Week"
- The Flea Market planned and overseen by J. Movrich was a success, raising over \$600.
(The Board of Trustees sends a Special Thank You to Joanne.)
- Attended a meeting/workshop on a new initiative from the creators of Connected Contractors. They are calling the adjunct Connected by Association (CbA).
- MFL received a \$3,000.00 grant through Orange Library Association from our Orange County Legislature. This is the first half of the 2013 grant.
- The Board of Regents is only looking at MFL's petition this month as no other business has come up, so Cassie Artale feels she should be able to get a decision by October 24th.
- The staff continues weeding to be best prepared to move to a temporary space when construction begins.

M. McIntosh requisitioned the Trustees to vote to accept the RCLS Budget.

During discussion, P. Browne advised the Board, other Parent Boards have representatives come to the member Board Meetings to present their proposed budgets, rather than having the different boards attending presentations at their location. M. McIntosh was asked to bring the suggestion to RCLS, for their consideration, when they begin planning their Budget for next year.

Motion for approval of the RCLS 2014 Budget by: C. Pakula

Seconded by: P. Browne

Ayes: Unanimous

Nays:

Abstain:

Nominating

P. Browne reported: Due to the resignation of R. Ross, the Board must vote as to whether or not to waive the 6 month probationary period for Associate Trustee T. Schommer.

P. Browne distributed Ballots to all Trustees titled:

Do you want to waive T. Schommer's Probationary Period?

Yes: 2

No: 5

Treasurer's Report

P. Browne presented together with M. Arias (Bookkeeper).

September 2013 budget report.

Note: in addition to the Budget and Net Worth Reports, a Transaction List (Capital Account #8551) for May 1st thru October 19th was distributed to all trustees.

Treasurer's Presentation Specified:

- *Over budget on RCLS fees*
- *Library Supplies are up*
- *Adult Programming up for a few months. (There was a discussion/explanation by M. Duffy, as to the procedure for trips and events...The Library lays out expenses, and the expense eventually is offset, when patrons pay their fee)*
- *Publicity is running over budget. (MFL is not receiving payments for all Ads due to problems with their businesses.) Following a discussion around the table, it was decided that M. Arias will work together with M. Duffy to follow up.*
- *P. Browne questioned the use of Personal Credit Cards being used for MFL expenses, requiring personal reimbursement.
M. McIntosh noted that she will enforce the regulation that Staff refrain from using a Personal Credit Card to layout for MFL with the only exception being an emergency.*
- *P. Browne revisited the Board's concern regarding the issue of a \$1,800.cost for a laptop computer. M. Duffy explained that it was for I. Murphy's computer, which has two screens, and multiple software programs. M. McIntosh added that I. Murphy uses the computer from his home too. H.Nozari questioned that I. Murphy should be able to log in from his home computer, rather than taking MFL equipment home.*
- *P. Browne questioned two petty cash checks of \$200.00 each (check # 5441 and check# 5447) The explanation was that the checks were for Rocco's mileage for multiple trips to Goshen to remove items from MFL's Storage. M. Arias will reproduce copies of the checks and will investigate further.*
- *M. Arias will also look into the following for explanations:
* May 2013 report shows all positive (ordinary income)numbers, with a negative total.
* When CDs are closed they should be listed.*

Motion for approval of the Net Worth Report of September 2013, subject to Bookkeeper re-aligning portions of the report that the Auditor instructs for placement of Bad Debt.

Motion made by: B. Zerner Seconded by: S. Keltai

Ayes: 6

Nays: 1 (C. Pakula)

Abstain:

Motion made to reconfirm approval of May 2013 Financial Report (presented September 9, 2013), and accept Financial reports of June 2013, July 2013, and August 2013.

Subject to Bookkeeper re-running back Reports over the past year to determine exactly where the Negative Income Total comes from.

Motion made by: S. Keltai Seconded by; B. Zerner

Ayes: 6

Nays: 1 (C. Pakula)

COMMITTEE REPORTS

Executive Committee

- Refer to EC Report (copy attached)
- Scheduling a Meeting with Eitz Chaim Temple for Monday, October 28th at 7 PM

Steering Committee/Long Range Planning Committee

K. Demos began by deferring to R. Guertin, who announced MFL received Approval from the Monroe Village Planning Board at their meeting earlier this evening.

K. Demos presented:

UWMarx Report : Adjusted Page 1 of their 90% Estimate as follows:

1. Adjust subtotal to include the \$2,650 for Village Street Tree Allowance.
2. Add \$20,000 for Title Costs.
3. Add \$800 for cross easement survey.

Also discussed the \$5,163.85 Bill from M. Sandor (should be \$4,000 as per contract)

Hometown BankAwaiting final approval of Mortgage from Michael Shaughnessy, (upon bank receiving corporate approval for Appraisal). R. Guertin statedFrom our prospective (MFL), "We are Ready to Close with the Bank."

Audit Committee

No report

Building & Grounds

P. Browne reported : P. Shanley submitted letters requesting quotes for asbestos removal from corking around the windows.

By Laws:

K. Demos moved that the changes suggested by P. Shanley and T. Schommer on behalf of the By-Laws Committee be tabled, and that the Chair of By –Laws should schedule a committee meeting inviting all.

Finance

P. Browne reported: Following the October 2013 Board meeting, the Director as requested contacted the Treasurer with three line items that she felt could be transferred to the Employee benefit line which has been running over budget. Both the Treasurer and the Bookkeeper conferred, making a recommendation to move \$7,000. from the Salaries line, \$8,000. from the Books line, and \$4,000. from the Professional and Educational line totaling \$19,000.

A motion was made to authorize our Treasurer and Bookkeeper to work together to adjust the lines to modify Line Items in the Budget, as detailed above.

Motion made by: K. Demos

Seconded by: S. Keltai

Ayes: Unanimous

Nays:

Abstain:

Additional Discussions pertaining to Finance Issues:

- K. Demos questioned the comingling of the MFL Capital Account (mixing Fundraising money and expenses with Expansion Funds and expenses. It was determined that:
 - * A separate designated checking account to be opened exclusively for “Expansion” related transactions.
 - * In the current check book, notations must be made breaking down details of Annual Fund Drive, Discount Cards, etc.
- M. McIntosh was asked to define what portion of the Provident Account #3551 was actually Capital Funds

Fund Raising

- C. Pakula has agreed to Chair the committee for the balance of 2013
- It was noted that so far, the 2013 Annual Fund Drive has taken in \$9,048.

Grants

P. Shanley absent:

With reference to the unauthorized changes made to the State grant for 2014 (see ????),

At this time the Board is tabling the issue of repealing or going forward with the Grant as written.

Motion to table made by: K. Demos Seconded by: S. Keltai

Ayes: Unanimous

Nays:

Abstain:

Library Operating

D. Harris reported:

- There were multiple complaints from Trustees related to the State Grant submitted solely by M. McIntosh and one sole Trustee without the knowledge of any other Board member.
- D. Harris passed out forms to all Trustees containing a survey pertaining to the 2013 End of Year Director’s Review. Each Trustee is asked to fill in their copy with comments , place back into the envelopes provided, and to please return to the Library Operating Committee Chair.

Long Range Planning

D. Harris reported:

Discussed Pre-Construction Meeting of 10/16/2013 pertaining to the Windows Grant Project (Refer to Minutes provided by Lisa Hayes of BRM).

With reference to L. Hayes’ suggestion to revise the original specs:

- To delete/remove the mansard roof and replace.....K. Demos suggested we pass at this time noting that MFL received revised estimate of \$1.8 million from UWMarx
- During construction, the new section of roof will have internal roof drains that will drain into piping and the runoff will ultimately drain on the side and back of the building. Rather than hitting and splashing onto concrete, L. Hayes suggests pebbles or gravel to absorb the dripping.

Motion to accept BRM’s suggestion, using the lowest maintenance choice of pebbles.

Motion by: S. Keltai Seconded by: K. Demos

Ayes: Unanimous

Nays:

Abstain:

Public Relations

T. Schommer reported:

The committee is anxious to send out press releases. The response from the Board is to "Please wait". There are still too many unknowns. MFL is still awaiting responses from Hometown Bank. The Board of Regents has yet to confirm MFL's request regarding the revised Charter. The contaminated caulking must be removed prior to starting the Window Replacement. The lease for temporary space has not yet been approved.

T. Schommer stated she will rework proposals for less detailed press releases (to have ready when it becomes appropriate to send to publications) via email to the Board, and asked that Trustees email back any comments and suggestions .

Old Business

None.

New Business

Invited guests, A. Zuckerman (Co President) and J. D'Angelico (Estimator) of Verticon, approached the Board to present their interest to become CMc for MFL's Expansion Project.

There was a discussion reviewing and responding to the questions posed by K. Demos on behalf of the Steering Committee (referring to the emailed request for the second bid for a CMc for MFL's expansion project.) A. Zuckerman offered clear concise responses to all questions and followed with a detailed explanation of what Verticon would offer the library if chosen to be the MFL CMc.

In addition A. Zuckerman strongly suggested that (no matter which company the Board selects to represent MFL, we should definitely address the following:

- Direct our architect to add the replacement of the Mansard Roof as an Add Alternate to the Specs for the expansion project.
- Maintain a dedicated capital checking account just for the Expansion.
- Do Not Separate the HVAC system from the total expansion project, It would be a mistake for MFL to do a "public" bidding for the HVAC system

After the gentleman from Verticon left the building, the Board's discussions continued.

Motion to contact Lisa Hayes of BRM to include the replacement of the Mansard Roof as an Add Alternative, made by: D. Harris Seconded by: P. Browne

Ayes: Unanimous

Nays:

Abstain:

K. Demos advised that C. Levitas of UWMarx advised earlier today, that their Superintendent, originally assigned to the MFL Expansion Contract has since been given another assignment. Therefore, UWMarx will not be able to accept a commitment as CMc for MFL at this time.

Following further discussion regarding the additional bid MFL was seeking from Calgi,

A motion was made to waive the 3rd CMc proposal (as voted during the September 9, 2013 Board Meeting).

Motion by: S. Keltai Seconded by: B. Zerner

Ayes: 6

Nays:

Abstain: 1 (C. Pakula)

Following additional detailed discussion, a motion was brought to the floor to accept Verticon as CMc for the construction of MFL's expansion project, providing their FIXED FEE DOES NOT EXCEED \$60,000, adhering to their proposal (which would not include a shared savings clause), subject to the successful (Mortgage Loan) closing with Hometown Bank.

Motion by: P. Browne Seconded by: S. Keltai

Ayes: 5

Nays:

Abstain: 2 (K. Demos, C. Pakula)

Good & Welfare

None

Motion to adjourn by: C. Pakula Seconded by: D. Harris

Meeting adjourned at 11:48 p.m.

Respectfully,
Barbara Zerner

Next regularly scheduled Board Meeting will be on Monday, November 18 , 2013 at 8 PM