

Director's Report

M. McIntosh presented:

- Monthly Calendar will change to a *Monthly Newsletter* to incorporate the Quarterly Newsletter, which will be terminated.
- MFL received the LST Grant.
- MFL has been paring down in preparation for the move
- MFL received confirmed documentation for the revised Charter

Following a discussion pertaining to the original intention of having the library remain open on Legal Holidays such as Columbus Day and Veterans' Day, M. McIntosh assured the Board that going forward, Special Programs will be planned for these Legal Holidays.

Treasurer's Report

P. Browne presented: the November 2013 budget report.

- Insurance payout to new company
- Payroll services to be addressed
- Account 238 (set to expire 11/29/2013) was converted from CDARS to Money Market by bank without contacting signatories. Discussion to address this after closing.
- MFL received a surcharge for Account #8851 from the bank. M. McIntosh will contact the bank to contest.
- Last month's rollover of two matured CD funds (#7205 and #3151) into Account #4170, should have been into Account #3551. To be resolved in Committee.
- The issue of the incorrect checks printed for the new Capital Checking Account has been resolved. They are being reprinted.

Motion for approval of Treasurer's Report and Financials subject to Audit

by: K. Demos Seconded by: S. Keltai

Ayes: 7

Nays: 1 (C. Pakula)

Abstain:

COMMITTEE REPORTS

Executive Committee

No Report

Ad Hoc

Committee did not meet as planned.

K. Demos asked to see the proposals that were previously submitted by the two Professional Library Movers. She was specifically referring to a missing page from one of the companies (NIR). C. Pakula responded that he had the file at home, and would locate the document and get it to K. Demos.

The committee will be contacting these movers to request that they each rework their bids based on one move (rather than both), and with the pared down collections.

Steering Committee/Long Range Planning Committee

K. Demos presented:

Attorney R. Guertin, originally scheduled to attend tonight's meeting, was running late at an earlier meeting in Middletown. The plan was for R. Guertin to address the pending Temple Lease and Verticon Contract with the Board. The Board put a *place-holder* to return to Steering later in the meeting.

Steering resumed at 9:15 PM (upon learning that R. Guertin could not attend the meeting at all).

- Regarding the Lease with Eitz Chaim. (R. Guertin and S. Greenburg last spoke Friday, December 6th).
 - * It was agreed that the lease would run from January 1st through August 31st 2014, at \$4,000. per month, with the option to extend for two additional months if construction is delayed.
 - *Temple Lawyer insisted insurance be increased.
 - *Temple would not waive on one month's security
 - * 27% number is for all utilities
 - *Fee of snow removal is \$3,000. (K. Demos questioned this fee)
 - *Temple prefers the library to use the Temple's cleaning crew as opposed to MFL's request to allow the library's contracted cleaner clean. (M. McIntosh will check the details of MFL's cleaning contract)
- As discussion followed, it was brought to the attention of the Board that there is fiberglass in the unfinished walls of the storage area (the space planned for MFL's use at Eitz Chaim). It must become clear in the lease, that the area will be lined with a protective covering to insure the safety of staff and to keep the collections free of any contaminants.

Motion to authorize President S. Keltai to sign the lease with Eitz Chaim (once finalized and approved by MFL's Attorney.)

▲ *Subject to closing on MFL's Mortgage with Hometown Bank*

▲ *Subject to agreement on covering the exposed fiberglass insulation in storage area*

by: P. Shanley Seconded by: C. Pakula

Ayes: 6

Nays: 2 (K. Demos/ P. Browne)

Abstain:

- Regarding contract with Verticon.
 - * MFL received the typed changes to draft of contract today. There was no mention of the fee of \$58,000. - \$60,000. , that was discussed during A. Zuckerman's presentation to the Board during the October 2013 meeting. R. Guertin emailed L. Hayes this afternoon to question the omission. L. Hayes suggested we contact Verticon directly. This issue must be addressed .

Motion made, subject to a mortgage closing and final approval of Verticon's Contract, by MFL's attorney, inclusive of Contract Sum/Stipulated Sum/CMc Fee Schedule, President S. Keltai is authorized to sign the contract with a CMc fee not to exceed \$60,000. by: K. Demos Seconded by: S. Keltai

Ayes: Unanimous

Nays:

Abstain:

Audit Committee

No Report

Building & Grounds

P. Browne revisited the Disaster Report, questioning various points that need correcting. The Library Operating Committee will review.

By Laws:

P. Shanley reported:

- The last revision is still not ready to present to the Board for approval. As the revision is lengthily, it was requested at a previous meeting, that By Laws Committee meet again (inviting all trustees), to condense the new revisions.
- The fact that the official By Laws has never been updated since September 2012 (and the cover page of that update has an incorrect date of May 2011) was discussed. P. Shanley was asked to update the document to include the last revision approved in June of 2013.

Finance

Nothing further to report

Fund Raising

No Report

Nominating

P. Browne reported:

- Distributed and submitted letter of interest from A. Leventhal, for the position of Associate Trustee.
- Following a plea to all Trustees for their interest in serving as officers, P. Browne presented the slates for officers for 2014:

	Slate #1	Slate #2
President	S. Keltai	S. Keltai
V. President	B. Zerner	B. Zerner
R. Secretary	K. Demos	K. Demos
C. Secretary	D. Harris	D. Harris
Treasurer	P. Browne	H. Nozari

Grants

The unauthorized revision to apply for the HVAC is still in question.

MFL Attorney has been continually trying to contact, E. Hart, the Lawyer recommended by RCLS for her expertise with State Laws as they pertain to libraries.

Library Operating

No Report

Long Range Planning

K. Demos showed the latest drawings from BRM for the benefit of anyone who did not attend the committee meeting of December 4th at the Verticon office.

Public Relations

No Report

Old Business

None

New Business

- J. Purcell took a letter of support for MFL to a meeting he had with Senator B. Larkin, encouraging the senator to obtain a grant for MFL's new Circulation Desks. MFL will hear back in January as to whether the grant is approved.
- There are two CD's coming due this week (both at Walden Bank).

One is the \$27,333. Window Construction Grant (Account #9599)

Motion for approval to move to Sterling National (Operating Account #3551)

made by: D. Harris Seconded by: K. Demos

Ayes: Unanimous

Nays:

Abstain:

The second is \$50,140.18. (Account #9580)

Motion for approval to move to Sterling National (Capital Account # 4170)

made by: K. Demos Seconded by: C. Pakula

Ayes: Unanimous

Nays:

Abstain:

Good & Welfare

Happy Birthday C. Pakula!!!!

Happy Holidays to all!!!!

Motion to adjourn by: C. Pakula

Seconded by: S. Keltai

Meeting adjourned at 10:01 p.m.

Respectfully,
Barbara Zerner

Next scheduled Board Meeting will be on Monday, January 13, 2013 following the Annual Meeting at 8 PM