

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
February 10, 2014

Present:

Officers:

Sandra Keltai
Barbara Zerner
Kathy Demos
Denise Harris
Hormoz Nozari

Trustees:

Paulette Brown
Charlie Pakula

Associate Trustees:

Terry Schommer
Erminio D'Onofrio

Also present:

Marilyn McIntosh (Executive Director),
members of the Staff (2),
the public (1).

Excused:

Patricia Shanley (Trustee)

1. MEETING CALLED TO ORDER AT 8:34 P.M.

2. Public Comment: Before asking for public comment, S. Keltai (President) stated that any member of the public disrupting a Board Meeting and/or the Agenda would be removed, and further, that effective immediately there would be a second chance for Public Comment during the Open Floor Discussion section of the Agenda. There was no public comment.

3. Disposition of Minutes: C. Pakula moved to approve the Minutes of the December 9, 2013 meeting. P. Browne seconded the motion. The motion passed unanimously.

4. Correspondence: The Director had no correspondence. Corresponding Secretary, D. Harris, received a bill from MFL Attorney R. Guertin; also, he stated to D. Harris that he did not yet have a hard copy of the fully executed Lease with Eitz Chaim (only a faxed copy).

5. Director's Report: The Director summarized her Report:

- (a) children's programming is being done on a week by week basis; complaint's raised that this programming has not been updated on the website;
- (b) the Friends were given a tour of the Eitz Chaim temple; the Friends would like to use one of the bulletin boards there and may participate in some programming/outdoor events once the weather improves;
- (c) C. Pakula, E. D'Onofrio and I. Murphy have been busy measuring shelves and trying to determine which staff

workstations will fit in the different rooms at the temple;

(d) I. Murphy (with RCLS's A. Castaldo) to install staff computer workstations at the temple;

(e) M. McIntosh is nearly done with her portion of the Annual Report; various questions about this portion were posed by Trustees and there was a split vote on whether to say we have a Disaster Plan; when the final Report is sent to RCLS on 2/18/14, the Director is to scan same and send to the Board;

(f) a \$5,059.05 Legislative grant check has been received;

(g) Advocacy Day will be on 2-27-14.

6. Treasurer's Report: K. Demos moved to approve the Treasurer's December reports. S. Keltai seconded the motion. They were approved with 5 votes -- there were 2 abstentions (D. Harris and B. Zerner).

Outgoing 2013 Treasurer, P. Browne, reported she had received incomplete financial documentation from the bookkeeper for January. Consequently, K. Demos moved to table a vote on the January Treasurer's Report until the March Board Meeting.

D. Harris seconded the motion, which passed unanimously. The Director then distributed the January 2014 Financial Information Chart, with a print date of 1/6/14 [sic]. Multiple questions were posed by, and to, P. Browne, and to M. McIntosh. M. McIntosh was asked to scan her Financial Manual and she is working on culling some Procedures for bill paying from the Manual (as had been requested by the Auditors). K. Demos moved to liquidate the Hudson Heritage CD maturing on 2/14/14 and to transfer the proceeds into the Sterling National Bank operating money market. D. Harris seconded the motion, which passed unanimously. Once the Director receives the taxpayer support check, she will prepare a chart on investment rates of return for varying terms at different banks/S&Ls so that the Finance Committee can make recommendations to the Board at the March meeting.

7. COMMITTEE REPORTS:

Executive Committee: S. Keltai thanked outgoing 2013 Recording Secretary, B. Zerner, for preparing a book of all motions passed in 2013. All Trustees received copies of this book for reference. S. Keltai read the notes taken by the Committee concerning a meeting held at Verticon's office on 2/7/14 (copy attached). Verticon needs a copy of the hazmat report performed last year by Ambient. D. Harris will check with Verticon to verify they've been receiving emails through their new server. Another draft Committee Preferences Chart was circulated to Trustees with a comment that there were 2 new sub-committees:
Policies (under Library Operating)

Expansion Publicity (under Public Relations).

Ad Hoc: Chair, C. Pakula noted that today, NYC mover, Farkus, had proposed, at 4 p.m., a one-way charge of \$76,500. Two other movers (Corradino-Bollenbach and Moodna Creek Solutions) had each now proposed a round-trip moving cost of \$50,000. Trustees had questions as to whether there were any differences between these two proposals other than a difference of completion times. P. Browne moved to use Moodna Creek Solutions as the mover. B. Zerner seconded the motion. C. Pakula opposed and K. Demos abstained. The motion passed with 5 affirmative votes. C. Pakula asked the President to consummate the Board's decision. Meanwhile, the Chair reported that I. Murphy has been working on where to put the collections. Extra storage space (at no charge to MFL) is available at the temple. E. D'Onofrio asked for a "mover's map" for the collections. I. Murphy will work on this, assuming 3000 linear feet of shelving. I. Murphy has made a not-to-scale drawing of which rental rooms at the temple will hold which offices/departments. If still further storage space is needed, MFL can use its storage unit in New Hampton, as well as the building at 40 Millpond Parkway. I. Murphy will be the contact person for the mover at the temple and C. Pakula will be the contact person at 44 Millpond Parkway. I. Murphy will need at least a week to do the actual shelving measurements/"mover's map". The Executive Committee will try to meet with Moodna Creek Solutions' principal, T. Byrons, on Tuesday.

Audit: The Committee met with one of the Auditors last Friday. After that meeting, the Auditor met with the Director, Staff and the bookkeeper. The Auditor still needs additional information and documents to complete the accountant's portion of the Annual Report.

Steering: The Village's list of approved trees was passed around the table inasmuch as the approved Site Plans require MFL to plant 3 specified trees. C. Pakula will ascertain if Laura Ann Farms can procure trees on the approved list.

Building and Grounds: Prior to tonight's meeting, there were issues regarding snow removal and flooding/ice build ups which were addressed in emails.

By-Laws: No report. Chair absent from meeting. B. Zerner did request that the most recently updated version of the By-Laws be posted on the now up and running online Bulletin

Board.

Finance: P. Browne discussed the timing of the Staff's decisions regarding 2014 health/dental insurance coverage, and lack of an advance opportunity for Board input. Staff graciously accepted a plan with decreased benefits but the 2014 plan would still cost approximately \$4,000 more than the 2013 plan. The 2014 plan will remain in effect for the current year only and the Director is to ensure that other insurance companies are contacted throughout 2014 for quotes for 2015 coverage and she is to periodically report back to the Board with those quotes.

Fundraising: K. Demos gave Assistant Director, M. Duffy, UNO Doughraiser coupons to disseminate for the entire month of March.

Library Operating: Chair D. Harris reported that the Committee has been holding weekly conference calls at 8 p.m. on Monday evenings when there are not Board meetings. Committee concerns and questions are:

- (a) is there a need to hire a licensed electrician to run wires at the temple?
- (b) what types of work will, and should, the Staff be performing at the temple during the move? M. McIntosh indicated that Staff regularly performs "Book Shifting". The Chair stated that Staff is not to run electrical/telephone wires or cables at the temple.
- (c) what will the hours of operation be, to which question, M. McIntosh responded that they'd be the same as the current hours, except, on Sundays, when, per the Lease, the hours would be from 1-5 P.M.
- (d) was a Note from the Ad Hoc Committee's 12/10/13 Meeting consistent with the Board's promise not to furlough any Staff during the relocation to temporary quarters?
- (e) can the Director get the Village's precise regulations for erecting an outdoor, temporary sign for the temple?
- (f) what will happen to the Drop Off Box?
- (g) what will be happening to the phone service presently at the library?

All interested Staff, upon invitation of the Library Operating Chair, has been invited to participate in the weekly conference calls on Monday evenings at 8 P.M..

Public Relations: All present had read the 2/7/14 edition of the Photo News. It was the consensus of the Board and Staff not to respond to any blog comments about the article or to attempt to correct one, minor misstatement in this article. A discussion then ensued about the various media outreaches MFL should use once we cement our move/re-open dates.

Nominating: Chair, P. Browne, asked that the Committee's spot on the Agenda follow "New Business".

8. Old Business: The Director explained that the 2% tax levy limit which had been in effect for 2012 and 2013 was, for 2014, reduced to 1.66%. K. Demos moved to approve a Resolution permitting the library to override this 1.66% tax levy "cap" in formulating the 2015 budget (to be voted on in November of 2014). D. Harris seconded the motion. With 1 abstention from B. Zerner, the motion passed.

9. New Business: C. Pakula reported that the Boy Scouts are willing to do projects to assist MFL, e.g., securing and planting approved trees at the end of the construction.

7. Nominating: P. Browne announced at 10:40 P.M. that the 3 Trustees whose terms officially expired in January 2014 (P. Browne, D. Harris, K. Demos) were all willing to serve new 3 year terms and they were re-elected by voice vote. Ballots were distributed to decide whether Associate Trustees, T. Schommer and E. D'Onofrio, should be accepted as full (voting) Trustees. By secret ballot, E. D'Onofrio and T. Schommer were each elected to serve as full Trustees.

10. Good and Welfare: P. Browne announced plans to travel to Italy next month and her attendance at the March Board meeting will be excused. Three individuals will have family members all celebrating their birthdays on March 10th. P. Browne turned in her signatures to run for an open seat on the Village of Monroe Board.

11. Open Floor Discussion: K. Demos inquired if anyone present could research

whether the Town of Monroe approved releasing the taxpayer support for 2014. The results of the Town Board meeting could not immediately be determined.

12. Adjournment: A motion to adjourn at 10:50 P.M. was made by C. Pakula. Seconded by P. Browne. The motion was unanimously passed.

Respectfully submitted,
K. Demos, Recording Secretary

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REMINDER!

**The Next Monthly Board Meeting: Monday, March
3, 2014 at 8:00.**

This is a special date due to the impending move.