

Board of Trustees  
Monroe Free Library  
Minutes of Monthly Meeting  
April 7, 2014

**Present:**

**Officers:**

Sandra Keltai - President  
Barbara Zerner – Vice President  
Kathy Demos - Recording Secretary  
Hormoz Nozari - Treasurer

**Trustees:**

Paulette Browne  
Charles Pakula  
Terry Schommer  
Patricia Shanley  
Erminio D'Onofrio  
Al Leventhal –Associate

**Also present:**

Marilyn McIntosh (Executive Director)  
Mary Duffy (Assistant Director)

**Excused:**

Denise Harris – Corresponding Secretary (Trustee)

**No members of the Public present**

**1. MEETING CALLED TO ORDER AT 8:02 P.M.**

**2. Public Comment:** None

**3. Disposition of Minutes:** Draft of March Board Meeting Minutes distributed. Following a comment that the motions were too embedded in the main body of the draft, **C. Pakula moved to approve the Minutes. P. Browne seconded the motion and it passed unanimously.**

**4. Correspondence:** Only "correspondence" received by Executive Director was a Proposal from Interstate Waste Management to remove MFL's trash at the temple. Directors were asked to get details about the Proposal and to determine status of two dumpsters that were left at 44 Millpond Parkway.

**5. Director's Report:** Director's Report Highlights:

a) Special thank you to I. Murphy and C. Pakula for "above and beyond" efforts during move. B. Zerner comments on how M. Duffy's efforts were similarly "above and beyond the call of duty".

b) New "opening" and "closing" Procedures for the temporary rented quarters are being fine-tuned.

c) The Staff and the movers worked nicely as a team.

d) Kudos to Joy and Melissa for the "special touches" each brought to the

new location.

e) The Open Houses were, overall, very successful, although the public is a little bit confused by the transition.

f) Critical to solicit local banks for grants. As expressed to Senator Larkin, we desperately need funds for furniture and fixtures once the addition is completed.

g) By April 18th, a letter of intention must be submitted to RCLS for a 2015 construction grant. RCLS gave MFL a one-time MTA Payroll Tax Offset Payment of \$517.

h) Trustees were invited to attend the May 2-3 Trustee Institute Conference.

i) As Hometown was charging \$10 a month to maintain a \$507.53 account,

**P. Browne moved to close this account (-8851) and deposit the net proceeds into the Sterling operating account (-3551). S. Keltai seconded the motion and it passed unanimously.**

j) As the bookkeeper was not present, **K. Demos moved to table the presentment of Jan., Feb. and March's Net Worth and Budget Reports until the May Board meeting. C. Pakula seconded the motion and it passed unanimously.**

k) I. Murphy recovered lost data on bookkeeper's computer.

l) A revised Financial Information Chart from the February Board meeting was distributed together with a Financial Information Chart for the month ending March 31st.

## 6. "New" Treasurer's Reports.

a) The bookkeeper had generated two "new" reports for the Treasurer, but was unavailable to explain them. Bookkeeper needs to attend future Board meetings.

b) H. Nozari distributed for review and discussion at the May Board meeting: the 2014 Income and Expense Budget that the Board had approved last July; the proposed 2015 Income and Expense Budget from M. McIntosh; a Narrative from the Executive Director to consider in connection with her proposed 2015 Budget; a Salaries spreadsheet.

c) Based upon information from the Director, a 2014 spreadsheet of month-by-month projected expenses was handed out. It was noted that this spreadsheet encompassed expenses, e.g.s., rent, bank escrow payments, never envisioned when the Board approved the 2014 Budget in July, 2013.

d) Issues in timely paying our "old" and "new" bills from the appropriate accounts were mentioned.

## 7. COMMITTEE REPORTS:

A) **EXECUTIVE COMMITTEE:** As the only MFL Board Committee authorized

under the By-Laws to handle "emergency" matters cropping up in between monthly Board meetings, subject to ratification by the full Board at the next monthly Board meeting, S. Keltai outlined the "emergencies" that had to be dealt with after the March 3, 2014 Board meeting:

- (i) Addenda to contracts with movers.
- (ii) Removal of above ground oil tank at 40 Millpond Parkway by Carpenter and Smith.
- (iii) Removal of underground, leaking oil tank (which turned out to be a 1000 gallon tank instead of a 275 gallon tank) by Crossriver Environmental, along with DEC required remediation.
- (iv) Window/door caulking and roof flashing asbestos removal by Atlantic.
- (v) Hazmat testing by Ambient (PCBs).
- (vi) Acquisition of a temporary above ground tank at 44 Millpond Parkway to keep pipes from freezing.
- (vii) JanPro floor cleaning concerns at the temple upon our vacatur.
- (viii) Contract and building permit for sign at temple.
- (ix) Additional electrical work in storage room by electrician.

**K. Demos made a motion, seconded by T. Schommer, to ratify all decisions made by Executive Committee since March 3rd. Motion passed unanimously.**

**B) AD HOC AND EXPANSION PUBLICITY SUB-COMMITTEES:** Temporarily de-activated.

**C) AUDIT AND FINANCE COMMITTEES:**

- (i) A question was raised as to who should receive emails/Reports from the bookkeeper. It was the Board's consensus that the Treasurer, along with the rest of the Executive Committee, should get such emails/Reports.
- (ii) The Audit Committee scheduled a meeting for April 10th.
- (iii) B. Zerner noted that the Auditors had completed the 990 (federal) and the CHAR500 (state) tax returns for 2013, along with a Financial Statement, "for discussion purposes". The Auditors have filed for an automatic extension.

**D) STEERING COMMITTEE:** K. Demos presented and B. Zerner recorded:

(i) Town Supervisor sent M. McIntosh a FOIL (Freedom of Information Law) request for copies of our lease with Eitz Chaim, our contract with Verticon, inter alia. Upon advice of our counsel, it was suggested that MFL, via S. Keltai, provide the Town with the requested information pursuant to its annual contract with the library to turn over taxpayers' support. **P. Browne moved, and C.**

**Pakula seconded, to send requested information to Supervisor, with copies to PhotoNews Editor, Bob Quinn. B. Zerner abstained, but remaining Trustees approved motion.**

(ii) **C. Pakula moved, and H. Nozari seconded, to waive Verticon's performance bond -- which would shave over \$19,000 from the expansion/renovation project soft costs. With T. Schommer abstaining, the remaining Trustees approved the motion. P. Browne then moved, with H. Nozari seconding, to use the savings from the waiver of the performance bond to pay for the Mansard Roof replacement. H. Nozari, P. Browne and P. Shanley voted in favor of the motion, but the remaining six [voting] Trustees voted against the motion.** In connection with a possible waiver of the performance bond, our insurance agent, S. Kalmus from Marshall and Sterling, had suggested that we ask Verticon to sign a two page contract Addendum. Verticon's Office Manager advised that Verticon wouldn't sign this Addendum.

(iii) Regarding Builder's Risk insurance, Marshall and Sterling had, as a broker, presented several different quotes from different carriers, with different deductibles. The Board consensus was for K. Demos to clarify the pros and cons of the various quotes with Greg Townsend at Marshall and Sterling the next business day and to report the information to the Executive Committee.

(iv) Architect, P. Mays agreed at today's "Kick Off" Meeting at Verticon to review and reconcile the Soft Costs Budgets from Verticon and from U.W. Marx.

(v) Crossriver Environmental must send soil and water samples from the oil spill to a DEC-approved laboratory before Verticon can do any excavation.

(vi) A. Leventhal was able to print out (and distribute) a construction Timeline Schedule that Verticon had emailed to a few Trustees. This preliminary Schedule reflects project completion in early January 2015.

(vii) Architect, L. Hayes, at the Kick Off Meeting had presented an approved "invoice" from B&P Builders for the new windows (grant project). **K. Demos moved, and C. Pakula seconded, to pay the approved invoice for \$16,316.25 from Sterling operating account ending 3551. The motion passed unanimously.**

(viii) Verticon is planning bi-weekly construction progress meetings beginning April 25th and Superintendent, D. Devens, is working on "Look Ahead" Schedules to give us.

(ix) L. Hayes displayed various carpet tiles for color preferences at the Kick Off Meeting.

(x) M. Duffy was asked to pay Carpenter and Smith invoices.

E) **BUILDINGS AND GROUNDS:** Covered under Steering.

F) **BY-LAWS:** No report.

G) **FINANCE:** Covered under AUDIT. There will be a combined meeting on Friday at 2:30 p.m. (April 10th).

H) **FUNDRAISING:** UNO advises that the recent Doughraiser will result in MFL receiving a \$140 check.

I) **GRANTS:** Discussion of entities who have available grants. L. Hayes has furnished a pricing sheet for new shelving for 5 collection sections in the renovated building. E. D'Onofrio will explore with RCLS Stephen Hoefler a 2015 construction grant application (to be submitted this year).

J) **LIBRARY OPERATING:** Co-Chair B. Zerner reports that most issues addressed by the Committee over the past month dealt with matters connected to the move from 44 Millpond Parkway to 1465 Orange Turnpike. Discussion over fact that sans input from the full Board, selected Staff, Trustees and Friends planned an Open House for invited guests only. An undisclosed Trustee sent out a Press Release dated March 25<sup>th</sup>, which had not been approved by the full Board. Prior to the closure of 44 Millpond Parkway, some other and some overlapping Staff, Friends Trustees had met and decided to plan one, joint Open House for the general public. What evolved were three separate and distinct events on 2 different dates in 2 different months. A. Leventhal has met with I. Murphy to explore acquiring a new, more efficient phone system.

K) **LONG RANGE PLANNING:** Covered under STEERING.

L) **PUBLIC RELATIONS:** Discussion over fact that Board approved Press Release did not get printed in the PhotoNews, while the attached Press Release did get printed. The attached Press Release generated some provocative blog comments containing gross factual misstatements. Rather than attempt, once again, to correct factual misstatements, the Board consensus was to simply provide the Supervisor and the PhotoNews Editor with copies of documents which contain factually accurate numbers and see what transpires thereafter.

M) **NOMINATING:** Chair P. Browne reports that a previously-interested Associate Trustee candidate has re-considered in light of the lateness and duration of the monthly Board meetings.

**8. Old Business:** None.

**9. New Business:** (a) K. Demos will ask Building Inspector whether a Building Permit is required to construct a handicapped accessible ramp to enter rental space. (b) S. Keltai distributes a 2014 Committee Assignment Chart and asks that

Trustees only indicate whether s/he wishes to decline any assignment. E. D'Onofrio agrees to chair Grants after P. Shanley declines this assignment.

**10. Good and Welfare:** C. Pakula urges everyone to stay focused on positive, productive and courteous discussions at the Board table; he thanks all Staff for "breaking their backs" during the move.

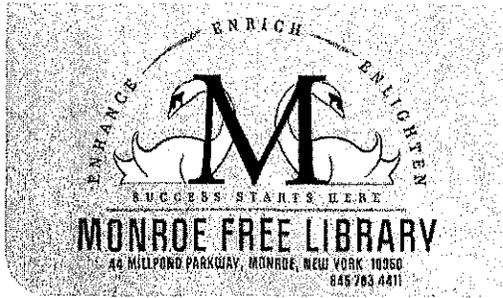
**11. Open Floor Discussion:** Covered under Good and Welfare.

**12. At 10:50 p.m., C. Pakula moved, and S. Keltai seconded, to adjourn. Motion passed unanimously.**

Respectfully submitted,  
K. Demos



**REMINDER! NEXT MONTH'S BOARD MEETING WILL BE ON MAY 12, 2014 AT 8 P.M. AT EITZ CHAIM.**



**FOR IMMEDIATE RELEASE  
MARCH 25, 2014**

**Media Contacts:**

Terry Schommer 845-782-7015 (not for publication)

or Ian Murphy 845-782-4809

Photos available on request.

### **Library to Open in Temporary Quarters**

Monroe Free Library's Executive Director Marilyn McIntosh and her library team have been hard at work moving, shifting and shelving, boxing and unboxing all manner of library paraphernalia, books and supplies to make a new home – albeit a temporary one – for themselves and their patrons. Affectionately dubbed “1465,” the new MFL location opens for business at 1 p.m. on Friday, April 4 at Congregation Eitz Chaim, at 1465 Orange Turnpike in Monroe.

The public is invited to come and get acquainted with the new digs, and “1465” will be open for business until 5 p.m. on its first day. After that, library hours will resume on Monday from 10 to 8; Tuesday & Thursday 10 to 9; Wednesday 1 to 9; Friday 10 to 5; Saturday 10 to 4, and Sunday 1 to 5.

In less than a month, an entire library has been moved and reopened. The move comes as construction begins on the expansion of the main library building at 44 Millpond Parkway, which has been closed since March 10. “44” (as the staff refers to their old headquarters now) is expected to remain closed through 2014, depending on construction progress.

Meanwhile, the entire MFL collection of books, music, videos, periodicals – everything – is available once again to patrons, with a few small changes, at their new home. Since the new quarters are smaller, some books will be organized in on-site storage, accessible by request. Patrons can still check these books out, but similar to the process at the New York Public Library's main branch, staff will retrieve them from the stacks.

Other parts of the collection will be available in several open areas and rooms for browsing, including new & popular books, DVDs, CDs, large print books, recorded books (on CD) and current magazines and newspapers, as well as books, music and videos for children and for young adults. There is a public computer station with six terminals, open wi-fi, and a reading room. The Reference desk, Circulation desk and a children's room are all ready and waiting to serve the public.

Starting April 5, MFL's programs for families and youth are back in full swing. Walk-In Story Time, Story Time for preschoolers and babies, activities and crafts, the Lego Construction Club, the Teen Book Talk and Snack, Tween Afternoon at the Movies, Duplo Day and more are all back on the schedule at the new location. A complete schedule is posted at [monroefreelibrary.org](http://monroefreelibrary.org). For information, call 783-4411.