

Board of Trustees  
**MONROE FREE LIBRARY**  
Minutes of Monthly Meeting  
June 9, 2014

**PRESENT:**

**Officers:**

Sandra Keltai, President  
Barbara Zerner, Vice President  
Kathy Demos, Record. Secretary  
Hormoz Nozari, Treasurer  
Denise Harris, Corresp. Sec.

**Trustees:**

Charles Pakula  
Paulette Browne  
Patricia Shanley  
Erminio D'Onofrio  
Al Leventhal - Associate

**ALSO PRESENT:**

Marilyn McIntosh, Executive Director  
Mary Duffy, Assistant Director  
Staff: Ian Murphy  
Bookkeeper: Maria Arias  
Public: Lu Liu, Claudia Osorio

**EXCUSED:**

Terry Schommer, Trustee

1. **MEETING CALLED TO ORDER:** 7:30 P.M. (special meeting time for "sneak preview" of [monroefreelibrary.org](http://monroefreelibrary.org) by I. Murphy) I. Murphy presented MFL's new promotional site which will greatly expand the information previously available (mainly programs and events) with history segments, quotes and words of the day, a section on the collections, special interest sections, e.g., gardening. The new site will be coordinated with MFL's facebook, twitter and other social network sites. Trustees posed questions about ["local"] hosting charges, backup and copyright, accountability for accuracy, online program registration, location of financial reports.
2. **PUBLIC COMMENT:** Claudia Osorio inquired about teenagers' ability to get information and assistance from Staff.
3. **DISPOSITION OF MINUTES:** C. Pakula moved (and P. Browne seconded) to approve a change to the previously approved April 7, 2014 Minutes (Public Relations Committee Report) so as to attach a copy of a March

25, 2014 Press Release. Motion passed unanimously. S. Keltai moved (and H. Nozari seconded) to approve the May 12, 2014 Minutes with changes (Long Range Planning Committee Report) so as to delete references to "Policy" and "Policies". C. Pakula and P. Browne abstained; all other Trustees (voting) approved.

**4. CORRESPONDENCE:** None.

**5. DIRECTOR'S REPORT:** M. McIntosh highlighted and supplemented her written report: (a) more and more people are coming to MFL's temporary rental quarters. (b) the programs calendar is expanding. (c) Trustees are invited to write pieces for the newsletter. (d) lots of positive feedback on I. Murphy's article appearing in the May 16<sup>th</sup> Photo News. (e) The new website is ready to be launched and will have many new features, e.g.s., music and audio books. (f) More than half way to getting requisite number of signatures for Budget Petition to be placed on November, general election ballot. (P. Browne comments on questions and feedback she's been getting while attempting to gather signatures.) (g) Trustees urged to approach local banks to seek grants for our current construction

**6. TREASURER'S REPORT:** H. Nozari reports on inquiry into different credit/store card use by MFL Staff. M. Duffy asked to contact BJs to see if MFL has a NFP annual fee discount/waiver policy. It is noted that there were three pay periods in May., (May cash Budget and Net Worth had been emailed to Trustees prior to the meeting.) C. Pakula moved (and P. Browne seconded) to approve the January - May Cash Budget and net Worth Reports. In favor: P. Shanley, C. Pakula, H. Nozari. Against: P. Browne, B. Zerner, K. Demos. Abstentions: E. D'Onofrio, S. Keltai. Discussion followed after this tied vote. K. Demos itemized some different numbers for the same line items appearing on different reports seemingly for the same date e.g.s., two Financial Information charts, both with "1/6/14" footers, reported "Total amount" of \$1,409,474.38 and \$1,291,680.98; two "Cash Budget Report" spreadsheets each for "January 2014" had "Annual Budget Total Income" figures of \$1,196,101 & \$1,308,952. Same two Financial Information Charts had \$375,093.57 and \$555,368.71 for the 4170 Sterling "capital/expansion" account balances. M. Arias stated that there are seemingly different numbers but that there are actually different dates and different types of reports that are generated at the request of different individuals. B. Zerner suggested that there should be a combined Audit, Finance and Library Operating

meeting to address this situation and Committee members agree to meet on June 20<sup>th</sup> at 2 p.m. Thereupon, a re-vote was taken on the prior motion. In favor: None. Abstentions: P. Shanley, S. Keltai, C. Pakula. In opposition: H. Nozari, E. D'Onofrio, P. Browne, K. Damos, B. Zerner. After the defeat of the motion, B. Zerner moved (and C. Pakula seconded) to table the Net Worth and Cash Budget Reports for January - May, 2013 until the July Board meeting, allowing the three Committees listed above to meet. With P. Browne abstaining, the motion was passed by the affirmative vote of the remaining voting Trustees. With respect to our maturing Hometown Bank CD -1367, P. Browne moved (and B. Zerner seconded) to close this certificate of deposit and move into another bank with the best interest rate. Abstention: C. Pakula. All other voting Trustees in favor, including D. Harris (who had arrived at the meeting at 9:25 p.m.).

---

S. Keltai moves (and H. Nozari seconds) to go into Executive Session to discuss a contractual / legal matter and a personnel matter. Approval is unanimous. P. Browne then moves (and D. Harris seconds) to close Executive Session. Approval is unanimous. As a result of this session, a consultant to the architect is hired and an employee's benefit was adjusted.

---

## **7. COMMITTEE REPORTS:**

- A) **EXECUTIVE COMMITTEE:** S. Keltai listed the major items addressed at a May 23<sup>rd</sup> Committee meeting: (i) handicapped accessible ramp quotations and permission from landlord. AMRamps quotation has lowest bid and Committee recommends using this company. (ii) Committee recommends going with "Option 2" for the pergola footings at 44. (iii) discussed using the entire expansion/renovation project with "additional items" for 2014-2015 RCLS grant application. (iv) paying bills (additional rent) to landlord and

invoices 12 and 12A from architect. (v) fixing the existing, shared water shut off valve (\$500) at 44 vs. getting new "shut off" curb box only for 44 and 40 Millpond (\$2,500-\$3,000 estimated). (vi) structural engineer disallowing backfill. (vii) extending current lease with temple. (viii) possible furniture donation of upwards of \$80,000. (ix) getting bids for phone, data, computer lines at 44. B. Zerner moved to have all EC decisions made between the May and June's Board meetings ratified by the Board. H. Nozari seconded the motion which passed unanimously.

B) **AUDIT COMMITTEE:** B. Zerner Committee will, together with Finance and Library Operating, meet on June 20<sup>th</sup>.

C) **STEERING COMMITTEE:** A. Leventhal reported on the Completion Chart from Verticon; he discussed in more detail the shared curb (shut off valve) boxes and the possibility of getting new water lines/shut off valves for 44 and/or 40 Millpond and the Work Change Orders from Verticon. S. Keltai moved, and B. Zerner seconded, to accept all proposed Work Change Orders from Verticon. Motion passed unanimously.

D) **BUILDING AND GROUNDS:** Staff has been sprucing up our rental quarters with some plantings. Orange and Rockland is supposed to remove the electric meter at 44 tomorrow.

E) **BY-LAWS.** No report.

F) **FINANCE COMMITTEE:** Covered under Audit.

G) **FUNDRAISING:** C. Pakula presented. Ultimate Discount Cards are still available. The Committee needs an AFD letter from the President. Hopes Trustees will greatly support the Staff's Yard Sale in September. There was also mention of a possible fundraiser at Museum Village.

H) **GRANTS:** E. D'Onofrio attended the workshop at RCLS. Reports that only up to 75% of project's "hard costs" can be applied for. The application and attendant back up is due by September 1<sup>st</sup>. K. Demos moves (and C. Pakula seconds) to submit an application for

\$1,598,710.23 [Verticon's stipulated sum plus Mansard Roof Replacement addition plus furniture and fixtures]. Abstention: D. Harris. Opposition: P. Browne. All other voting Trustees in favor.

I) **LIBRARY OPERATING:** No report.

J) **LONG RANGE PLANNING:** No report.

K) **PUBLIC RELATIONS:** No report.

L) **NOMINATING:** P. Browne addresses potential Associate Trustee candidate L. Liu, who's been an accountant for 20 years, to determine which 3 Committees she'd be interested in joining. L. Liu indicates that, certainly, she'd be interested in being on the Finance and Grants Committees. L. Liu will be on vacation in July, but she will attend the August Board meeting, at which time, a vote can be taken on her admission as an Associate Trustee.

8. **OLD BUSINESS:** M. Duffy shows the banner sign and the arrow sign which the Board approved her ordering in May. M. Duffy is asked to pay the recurring inspection fee for the bank's appraiser (\$150).

9. **NEW BUSINESS:** C. Pakula raises idea of burying a time capsule at 44 once Verticon's ready to pour concrete.

10. **GOOD AND WELFARE:** P. Browne inquires whether Board meetings could possibly start at 7:30 p.m.. H. Nozari moves to begin the meetings at 7:30 p.m. There was no second. S. Johnson has just obtained her MLS degree. M. Quarles' fatherinlaw has recently passed.

11. **OPEN FLOOR DISCUSSION:** None.

12. **ADJOURNMENT:** C. Pakula moved to adjourn at 11:30 p.m. S. Keltai seconded the motion, which passed unanimously.

Respectfully submitted,  
K. Demos

**REMINDER - NEXT MONTH'S BOARD MEETING WILL BE ON JULY 14, 2014 AT 8:00 P.M. AT EITZ CHAIM.**

