

Board of Trustees  
Monroe Free Library  
Minutes of Monthly Meeting  
August 11, 2014

**Present:**

**Officers:**

Sandra Keltai President  
Hormoz Nozari- Treasurer  
Kathy Demos - Recording Secretary

**Trustees:**

Charles Pakula  
Paulette Browne  
Patricia Shanley  
Al Leventhal  
Terry Schommer

**Also present:**

Marilyn McIntosh, Executive Director  
Mary Duffy, Assistant Director

**Excused:**

Denise Harris – Corresponding Secretary  
Barbara Zerner – Vice President  
Lu Lui – Associate Trustee

**MEMBERS OF THE PUBLIC:** None

1. **CALL TO ORDER:** The meeting was called to order at 8:10 p.m., following the Pledge of Allegiance.

2. **PUBLIC COMMENT:** None

3. **DISPOSITION OF JULY 14, 2014 MINUTES:** P. Shanley moved to table these draft minutes. P. Browne seconded the motion. T. Schommer and A. Leventhal abstained. K. Demos opposed. C. Pakula, H. Nozari, S. Keltai, P. Shanley and P. Browne voted in favor of the motion, which passed.

4. **CORRESPONDENCE:** The Executive Director received a change of firm name notification from the auditors and an email from Mike McGuire of Sterling National Bank confirming MFL's funds were all collateralized.

5. **DIRECTOR'S REPORT:** Supplementing her written report, M. McIntosh commented on MFL's very successful summer program and how MFL was definitely up to speed. She announced that a Management Team was meeting to plan and organize the re-opening of MFL's renovated and expanded facility at 44 Millpond parkway ("44"). When asked if the Management Team would be preparing a Mover's Plan comparable to the one which was

generated when MFL temporarily moved from 44 to 1465 Orange Turnpike (“1465”), M. McIntosh commented that a Wunderlist had been generated the day before. Management will be exploring options for a mover back to 44. M. McIntosh asked for Board participation in working on the Mover’s Plan back to 44 and C. Pakula, H. Nozari and P. Shanley all volunteered. Nonplussed that she had not been invited to a meeting earlier in the day attended by the architect, C. Pakula, A. Leventhal, S. Keltai and M. Duffy to go over color selections for some of the furniture, fixtures and equipment (“FFE”), M. McIntosh requested that going forward she be involved in all meetings with the architect. P. Browne departs from meeting at this juncture (8:42 p.m.). M. McIntosh again solicited Trustee contributions to the Newsletter. There were 613 signatures in the Budget Ballot Petitions. Responding to M. McIntosh’s comment that she felt “left out” of certain Board Committee meetings, A. Leventhal made a motion (seconded by P. Shanley) for the Executive Director to be an ex officio member of all Committees except the Executive Committee, the Audit Committee and the Nominating Committee, as well as Library Operating ONLY when the Director’s review and salary were being addressed and the motion passed with the following vote: P. Shanley, T. Schommer, A. Leventhal, C. Pakula in favor; S. Keltai and H. Nozari abstaining, K. Demos opposing.

**6. TREASURER’S REPORT:** Treasurer, H. Nozari, explains how he and the MFL Bookkeeper, M. Arias, have been trying to simplify the monthly reports for the Trustees to view and approve. At the moment, M. Arias is on vacation. When M. Arias returns, she, H. Nozari, M. McIntosh and M. Duffy would like to meet to review the Board’s exact specifications for the new, simplified monthly reports. The monthly Cash Budget reports, which have historically been presented to the Board, are printouts from QuickBooks and, a majority of the Trustees are unfamiliar with QuickBooks. C. Pakula moves (and S. Keltai seconds) to table the “historical” reports provided through this date until the September Board meeting. The motion passes unanimously. H. Nozari then moves (with a second by A. Leventhal) to hire an accountant to assist the Trustees in reviewing both the “historical” reports and the new simplified reports. The motion passes unanimously with the understanding that the Finance Committee will interview possible CPA candidates and make its recommendation on whom to hire at the September Board meeting.

## **7. COMMITTEE REPORTS:**

**A. EXECUTIVE COMMITTEE:** S. Keltai reports on damages caused by Atlantic (and/or Ambient) while performing asbestos removal from the roof flashings at 44. Our attorney will be asked to investigate this matter once more information becomes available to the Board. Verticon immediately fixed the damages so as not to fall behind on the targeted completion date.

**B. STEERING COMMITTEE:** K. Demos reports that the next construction progress meeting will be held at Verticon’s office on August 22<sup>nd</sup>. Due to maximum

occupancy constraints imposed on MFL by Verticon, A. Leventhal requests that M. McIntosh fill his “seat” at the August 22<sup>nd</sup> meeting when he will be out-of-state.

- C. BUILDINGS AND GROUNDS:** Chair, C. Pakula, requests (9:38p.m.) that his report be tabled until later in the meeting so as to allow adequate time for other Committees to present their reports.
- D. BY-LAWS:** The Committee (comprised of A. Leventhal, T. Schommer, P. Shanley and C. Pakula) met on August 8<sup>th</sup>. Handed out for discussion purposes were proposed changes to sections in the By-Laws dealing with Associate Trustees and electing Trustees. As specified in the By-Laws, these changes will be voted on at the September Board meeting.
- E. FINANCE:** Covered under Treasurer’s Report.
- F. FUNDRAISING:** C. Pakula reports that there are 15 Ultimate Cards left. The Annual Fund Drive (“AFD”) appeal letter has gone out to select individuals. The Committee with the assistance from I. Murphy will work on a second AFD appeal letter geared towards businesses and corporations.
- G. GRANT:** The 2015 Grant Application for the “entire construction project minus the portions already completed or covered by the 2014 Grant” is due September 11<sup>th</sup>. A. Leventhal will endeavor to get the 2015 Application done by August 21<sup>st</sup>. A. Leventhal moves (and P. Shanley seconds) to authorize the Board President to sign the “Authorization” and “Assurances” sections on the Application, noting that the final Grant 2015 Request Amount will be in the approximate \$1,000,000 range and will include, but not be limited to, approximately \$306,600 for FFE and \$70,000 for telephone, computer, security, wires/cables. The motion passes with only K. Demos opposing.
- H. NOMINATING:** No report as Chair had departed from 1465 at 8:42 p.m..
- I. LIBRARY OPERATING:** No report as Chair was absent.
- J. LONG RANGE PLANNING:** No report as Chair was absent.
- K. PUBLIC RELATIONS:** No report.
- L.** At 10:10p.m., **BUILDINGS AND GROUNDS** presents its report. A. Leventhal and C. Pakula report that, to date, the electrician under contract with Verticon will only deduct \$6,000 if MFL hires its own electrician. MFL has many decisions to make, including whether it wants all the whistles and bells on a security system; whether it wants brand new video surveillance equipment, whether it wants new fiber optic cables, e.g.s.. RCLS is going to provide a new fiber optic cable estimate. A.

Leventhal reports that he's obtained 3-4 estimates to date and he will present the Proposals at the next Board meeting. Due to a very generous donation of office furniture, the architect has revised the total cost estimate for all FFE (furniture, shelving tables, seats, including delivery and installation) to \$235,801.13. She has divided the FFE costs into 20 rooms/sections: vestibule, non-fiction, reference, desk, inter-library loan office, fiction collection, media collection, tech services, tech services 2, director's office, assistant director/IT office, children's staff, teens, local history/study, children's collection, children's program space, staff breakroom and storage. C. Pakula notes that this estimate is still subject to further change/discounts. Earlier today, C. Pakula, S. Keltai and M. Duffy had made some color selections for the chairs and other items of furniture after meeting with L. Hayes. K. Demos moved (and C, Pakula seconded) for the Board to ratify the color selection made this morning. The motion passed unanimously.

8/9. **OLD/NEW BUSINESS:** Section 106(3) of the Open Meetings Law is read aloud pertaining to when Minutes of open meetings must be posted. M. McIntosh will investigate whether there is a requirement for draft Minutes (not yet approved by the Board) to be posted on the library's website two weeks after the meeting was held.

10/11. **GOOD AND WELFARE/OPEN FLOOR DISCUSSION:** The Board thanks S. Keltai for baking another delicious cake and M. Duffy for coming to the meeting even though she was on vacation this week.

12. **ADJOURNMENT:** C.Pakula moves (S. Keltai seconds) to adjourn at 10:26 p.m.. Motion passed unanimously.

Respectfully submitted,  
K. Demos



**REMINDER! NEXT MONTH'S BOARD MEETING WILL BE ON SEPTEMBER 8<sup>th</sup>, AT 8 P.M. AT EITZ CHAIM.**

