

Board of Trustees
MONROE FREE LIBRARY
Minutes of Monthly Meeting
September 8, 2014

Present:

Officers:

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

Also present:

Marilyn McIntosh-Executive Director
Mary Duffy-Assistant Director
Maria Arias-Bookkeeper
CPA Robert Klein-Guest of the Board

Excused:

Denise Harris-Corresponding Secretary
Terry Schommer-Trustee

Members of the general public: None

Trustees:

Patricia Shanley
Charles Pakula
Al Leventhal
Paulette Browne
Associate Trustee:
Lu Liu

1. CALL TO ORDER: Following the Pledge of Allegiance, the meeting was called to order at 8:01 p.m.
2. PUBLIC COMMENT: None from the general public. At this juncture, Treasurer, H. Nozari, introduced a guest, Monroe CPA Robert Klein, as a potential MFL accountant. CPA Klein outlined his interest in the position and his background.
3. DISPOSITION OF JULY 14, 2014 AND AUGUST 11, 2014 MINUTES. P. Browne moved, and S. Keltai seconded, to approve the draft July Minutes. The vote was unanimous. P. Browne moved, and P. Shanley seconded, to table the draft August Minutes. The vote was five in favor (P. Browne, P. Shanley, H. Nozari, A. Leventhal, B. Zerner) and three opposed (S. Keltai, K. Demos, C.

Pakula).

7. [TAKEN OUT OF ORDER HERE] BUILDING AND GROUNDS COMMITTEE REPORT.

A. Leventhal presented, using, in part, the attached spreadsheet entitled "Telephone/Computer/Video/Security/Fire Budget Planning". (i) K. Demos moved, and P. Browne seconded, to have RCLS's contractor, Lighttower, install a new fiber optic cable at 44 Millpond Parkway ("44"). The motion passed unanimously. (ii) P. Shanley moved, and P. Browne seconded, to have Pure Telecom run interior phone, fax, computer and video connectors for \$17,294 (with a \$7,000 credit from Verticon). The motion passed with only C. Pakula abstaining and all other voting Trustees voting in favor. (iii) S. Keltai moved, and B. Zerner seconded, to have Pure Telecom install a new telephone system at 44 for \$16,252.50. The motion passed with only C. Pakula abstaining and all other voting Trustees in favor. (*B. Zerner left the meeting at 9:05 p.m.*) (iv) P. Shanley moved, and P. Browne seconded, to have N.A.S. Security Systems handle the electronic door access system with key fobs for \$13,310. The motion passed with C. Pakula abstaining, K. Demos opposing and all other present and voting Trustees in favor. (v) P. Shanley moved, and S. Keltai seconded, to have N.A.S. Security Systems install the fire alarm system at 44 for \$13,700 (with a \$4,500 credit from Verticon). With C. Pakula abstaining, and P. Browne opposing, the motion passed with all other present and voting Trustees in favor. (vi) The proposals to install a new TV/surveillance system were tabled as the Board believed the nine cameras which were left at 44 in March would be reusable. (vii) P. Shanley moved, and S. Keltai seconded, to have N.A.S. Security Systems install door alarms at 44 for \$2,545. With P. Browne and C. Pakula abstaining, the motion passed with all other present and voting Trustees in favor.

4. CORRESPONDENCE. None.

5. DIRECTOR'S REPORT. Executive Director, M. McIntosh, submitted her written report, and a copy is attached. M. McIntosh also had the Notes from the Moving Back Committee which met on September 5th. H. Nozari asked that the Notes be changed to accurately reflect the comment he made regarding the mover. M. McIntosh will be soliciting brand new bids for the move back to 44. M. McIntosh reminded the Board that it needs to have an Investment Policy. As for the "historical" Net Worth and Cash Budget Reports that she is tasked with providing to the Board, A. Leventhal moved, and P. Browne seconded, a motion to table those "historical" reports (January-August) until the next [October] meeting. The motion passed unanimously.

6. TREASURER'S REPORT: Relative to a \$250,000 operating Certificate of Deposit ("CD") at Greater Hudson Bank which is maturing in October, C. Pakula

moves, and K. Demos seconds, to roll over the entire amount. With A. Leventhal and S. Keltai abstaining, K. Demos and C. Pakula voting in favor, the motion was defeated by the opposition votes of P. Browne, P. Shanley and H. Nozari. P. Browne then moved, with a second by H. Nozari, to have M. McIntosh, M. Duffy and H. Nozari, research how to best deal with this maturing CD, including what amount ought to be liquidated, and report their recommendation back to the full Board in October. This motion passes unanimously.

7. EXECUTIVE/STEERING COMMITTEES REPORT: The asbestos removal (hazmat) company the Board hired to deal with asbestos in the roof at 44 has presented MFL with a Change Order for \$1,800 to return for a "second mobilization" in order to finish the removal it did not/was not allowed to complete in August. S. Keltai moved, and P. Shanley seconds, to accept and approve this Change Order, inasmuch as Verticon cannot continue with its contract until Atlantic removes all the asbestos on the roof.

BY-LAWS COMMITTEE REPORT: Voting on changes to Sections on Associate Trustees and Filling Vacant Trustee Positions is tabled until October.

AUDIT COMMITTEE REPORT: None.

NOMINATING COMMITTEE REPORT: P. Browne reports that there have been no new prospective candidates indicating interest in filling vacant Trustee/Associate Trustee positions.

FUNDRAISING COMMITTEE REPORT: The Annual Fund Drive has taken in about \$4-5,000.00 to date. I. Murphy and S. Keltai are still working on a second drive focused on targeting area businesses.

GRANT COMMITTEE REPORT: A. Leventhal reports that the Grant Application for a 2015 award will be submitted to RCLS by September 11, 2014.

LIBRARY OPERATING/LONG RANGE PLANNING COMMITTEE REPORTS: None.

PUBLIC RELATIONS: No report.

- 8./ 9. OLD BUSINESS/NEW BUSINESS: None.

- 10 . GOOD AND WELFARE: Kim Walker, the Assistant Branch Manager at the Monroe branch of Hometown Bank (MFL's mortgagee) has retired. C. Pakula will be "cruising" when the Board meets in October.

- 11 . OPEN FLOOR DISCUSSION: None.

12. ADJOURNMENT: C. Pakula moves, and A. Leventhal seconds, to adjourn at 10:40 p.m. The motion passes unanimously.

REMINDER! NEXT MONTH'S BOARD MEETING WILL BE ON OCTOBER 20, 2014 AT 8 P.M. AT EITZ CHAIM.

Respectfully submitted,

K. Demos

MONROE FREE LIBRARY
Telephone/Computer/Video/Security/Fire Budget Planning

Connections (to the Building)

Fiber Optics (RCLS)
Cablevision
Frontier

\$ 14,000.00
\$
\$

RCLS Connectivity Mandated?

5500

Interior Cable Runs & Connectors

Telephone/Fax
Computer
Video

Option 1
Electrician
to Run

\$ 7,000.00

Not include

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Pure Telecom
OK

Telephone
Tecnology

Rainbow
Communication

T&D

Nu-Tel

D Ben
Security

Totals
for Option 1 To complete

\$ 2,375.00

\$ 17,294.00

\$ 5,500.00

\$ 2,750.00

\$ 20,228.00

\$ 6,700.00

\$ 24,750.00

\$ 21,510.00

Not included

\$ 18,125.00

Telephone System

System w/componenets
Phones

Totals

\$ 16,252.00

\$ 19,296.20

\$ 23,035.00

\$ 20,515.00

\$ 16,338.38

TV Surveillance System

Control/Record
Cameras

Totals

\$ 17,545.00

\$ 20,344.50

\$ 22,967.00

\$ 15,100.00

15485

Alarms

Doors
Windows (41 windows total)
Glass Brake (each 8 recommended)
Motion Detectors
Panic Alarms 2 *wireless*

Monitoring annual

Key Fobs

NAS Security Sys
\$ 2,545.00
\$ 75.00
\$ 125.00
Included
Included
\$ 288.00

back of building

\$ 1,845.00

\$ 985.00

\$ 1,200.00

included

Operating Cost

Fire Alarm

Wiring
Complete System
need 2 telephone lines
additional required by inspectors

Monitoring

Included
Verticon
\$ 4,500.00

No hook up
\$ 13,700.00

time & material

\$ 788.00

Operating Costs

Electronic Door Access

3 Door System
50 keyfobs

130

\$ 13,310.00

Lease availability Subject To rates

Telephone System & Cabling
Video System
Alarms & Doors

\$ 735.00

\$ 375.00

\$ 285.00

\$ 1,395.00

\$ 1,550.00

table

Monroe Free Library
Executive Director's Report
September 8, 2014

Adult Programs:

- 9/11 - Creative Writing Class
- 9/18 - Creative Writing Class
- 9/25 - Creative Writing Class
- 10/23 - Book Discussion on *Snow Storm in August*
- 10/TBA - Food Class
- 10/30 - Book Discussion on *Unbroken*
- 12/15 - Hunterdon Hills Playhouse

Three computer classes are being planned for the month of September.

August was a busy month for children's programming that culminated in the ending party for summer reading. The event was labeled an ice cream sundae party and more than 80 people enjoyed this delicious treat from Blueberry Mountain Ice Cream. It was a beautiful day for this outside event. Patrons played Frisbee, exercised with Hula Hoops and received pins for those who read the most.

Star Spangled Banner Week begins on Monday, September 8th and is filled with great programming. Check out our web site for detailed information.

Miscellaneous:

In the month of August 1,537 reference questions were answered, 591 computer questions, 0 email questions via email, and 214 other questions.

As we have in the past, all the fines collected during the week of September 11th will be donated to the Washingtonville 5 WTC Firefighters Memorial Fund . Carol Bezkorowajny has spearheaded this effort since the event took place 13 years ago. Hats off to Carol for leading this effort each year.

Fund drive envelopes have been pouring in. Ian will be taking the lead on a second, more focused effort targeting area businesses. Money from this drive goes into the Capital account.

Petitions:

Petitions have been submitted to the Town Clerk of Monroe and will be presented to the Town Board of Monroe for approval at their September 15th meeting. I don't anticipate any problems.

Circulation Statistics:

RHA (interloan requests filled) - 1,990

Library Cards - 67

Barcoded items - 227

New Business:

Catina Strauss has been nominated President Elect of the Orange County Library Association. This is a vice president position which will move Catina into the President's chair next year. In the past, Catina has successfully run important programming for the Big Read. Her most notable contribution was getting Pete Hamill to speak at the Big Read that featured one of his novels.

Grants:

I wonder if the grants committee would consider looking into approaching the banks we do business with to see if they would like to contribute via a grant to our current project. I'm keeping this idea in my report as I believe that we could be very successful in getting this kind of grant.

We have received the latest installment of our LLSA grant in the amount of \$5,448.

Old Business:

This is just a reminder that anyone on the Board is welcome to contribute to our monthly newsletter. Our patrons love it and it's a great way to communicate with the public

The moving back committee met on Friday September 5th. I will have the notes from that meeting available for our Monday night meeting.

In Your Packet:

- Newsletter