

Minutes of Monthly Meeting
December 8, 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
Al Leventhal
Terry Schommer

ALSO PRESENT:

Marilyn McIntosh, Executive Director
Mary Duffy, Assistant Director
Staff: Ian Murphy
Bookkeeper: Maria Arias
Accountant: Denise Williamson

UNEXCUSED:

Lu Liu, Associate Trustee

PUBLIC:

Carol Schuler

1. and 2. **MEETING CALLED TO ORDER:** 8:01 P.M. following the **Pledge** of Allegiance.

3. CORRESPONDENCE: A Memorandum from Attorney Richard Guertin dated December 8, 2014 regarding quorum requirements for meetings and motions was distributed and discussed. M. McIntosh received a communication from DASNY regarding the grant from Senator Larkin. Bob Quinn, Editor of the Photo News sent I. Murphy a Freedom of Information Law request.

4. **EXECUTIVE SESSION:** At 8:07 P.M., K. Demos moved, with a second by C. Pakula, to go into executive session to discuss employee salaries and benefits and related personnel matters. The motion passed unanimously. The Board approved raises for 5 of 6 Management-employees, tabling a decision on the sixth Management-employee until January, 2015 and its receipt of survey results, per the recommendations of the Executive Committee. The Board further approved a compensation change for its bookkeeper, per the recommendation of the Executive Committee. For management ONLY, the Board approved a change in

health insurance providers to Health Pass New York, with MFL setting a maximum contribution per month for Management-employee's premiums and with Management-employees having the options to choose between eleven programs (four tiers: platinum, gold, silver and bronze) and contributing at his/her expense for any upgrade to a platinum tier AND for spouse, children and/or family coverage. The Board ratified the Executive Committee (EC's) consensus as to the tax treatment of health/dental insurance buyouts on 2014 W-2s/1099s. An Ad Hoc Committee to be chaired by B. Zerner, with members: A. Leventhal and D. Harris, was created to adjust the language in the Personnel Policy (and/or in the Employee Handbook) to mirror and reflect the motions passed tonight. At 8:40 P.M., K. Demos moved to close the executive session and to return to an open meeting. With a second by D. Harris, the motion passed unanimously.

5. **PUBLIC COMMENT:** None.

6. **DISPOSITION OF MINUTES:** P. Browne moved to approve the November 10, 2014 Minutes. D. Harris seconded. C. Pakula abstained; all other Trustees approved.

7. **DIRECTOR'S REPORT:** M. McIntosh supplemented her written report: (a) The State Insurance Fund has not yet provided a quotation for workers' compensation insurance. (b) M. Duffy will provide the Board with the minutes/notes of the last Moving Committee meeting. (c) M. McIntosh presents simplified financial reports and the historical reports from January-November. On the November historical Cash Budget Report, she points out that whereas the year to date budgeted "total expenses" were \$1,106,582, MFL's actual year to date "total expenses" were \$1,079,968.60. The historical Net Worth Report's "total liabilities and equity" number of \$2,212,692.08 matched the "total amount" reflected on the "Financial Assets" chart which she also presented. (d) M. Duffy will provide a chart of all the different insurance policies which MFL has, including the expiration/renewal dates of same. (e) M. Duffy sent a letter to the Hartford to inquire as to how they calculated the "salaries" number on its workers' compensation policy renewal quotation (f) P. Shanley moves, with a second by P. Browne, to accept

the January-November historical and simplified reports. With S. Keltai, H. Nozari, B. Zerner, D. Harris, and K. Demos opposing, the motion fails. (g) P. Browne moves, with a second by P. Shanley, to accept the January-November historical reports. With T. Schommer, P. Shanley, A. Leventhal, P. Browne, H. Nozari voting in favor, and with D. Harris, K. Demos, C. Pakula, B. Zerner, S. Keltai voting against, the motion did not pass. (h) D. Harris moves, with a second by A. Leventhal, to approve the November historical reports. With B. Zerner, A. Leventhal, D. Harris, T. Schommer voting in favor and the remaining Trustees voting against, the motion did not pass. (i) M. McIntosh is working on updating her Job Description to coincide with her current responsibilities. It is pointed out that the By Laws state that the presenting of the historical reports (Cash Budget and Net Worth Reports) is the duty of the Treasurer. (j) A. Leventhal and P. Shanley, in the context of a discussion about the conflict between the By Laws and the Executive Director's Job Description ["[She] provides monthly net worth and budget reports.], report on a webinar which they, and H. Nozari, recently listened to on "Public Libraries and the Trustee's Fiduciary Responsibilities" presented by Jerry Nichols. K. Demos points out that the simplified reports presented tonight do not exactly match up with those presented, and approved, last month. M. Arias offers to review and compare last month's reports with this month's reports.

8. **TREASURER'S REPORT:** H. Nozari distributes copies of a revised 2015 Budget which is predicated upon MFL's November referendum having passed. A. Leventhal moves to accept this revised Budget, with a second by H. Nozari. The motion passes unanimously.

9. **COMMITTEE REPORTS-**

A) **EXECUTIVE COMMITTEE:** S. Keltai presented the major decisions/matters which had to be made/addressed following last month's Board meeting, including multiple Verticon "change order" requests, Pure Telecom "change order" requests, payments to Atlantic, BRM Architects, Donalee Berard, Auditor, Advance Testing. A. Leventhal moves, with a second by P. Shanley, to approve the tree removal change

order. With only P. Browne opposing, the motion passed. H. Nozari moved, with K. Demos seconding, to pay the architect's invoice with a cover letter. With only P. Shanley opposing, the motion passed. P. Shanley moved, with a second by D. Harris, to pay Atlantic \$1,400 and offer an additional \$1,300 to satisfy Atlantic's bill for \$8,200 in a cover letter. The motion passed unanimously. C. Pakula moved, with a second by P. Browne, to hire Donalee Berard, CPA to perform the 2014 audit and to sign the contract for \$9,000. The motion passed unanimously. K. Demos moved, with a second by S. Keltai, to pay to Pure Telecom: \$25,000 for its first change order and \$5,237 for its second change order. With A. Leventhal and C. Pakula abstaining, the motion passed. B. Zerner moved, with a second by P. Browne, to pay Verticon \$5,500 for repairing the roof damages caused by Atlantic. The motion passed unanimously. S. Keltai moved, with a second by P. Browne, to approve Verticon's change order for the removal of the abandoned septic tank in front of 40 Millpond Parkway. The motion passed unanimously. K. Demos moved, and P. Browne seconded, a motion to approve Verticon's change order regarding the Children's Room wall. The motion passed unanimously. P. Browne moved, and S. Keltai seconded, Verticon's \$10,000 "delete" signage change order (as the staff will produce interior signage itself). The motion passed unanimously. C. Pakula moves, with a second by P. Browne, to approve Verticon's change order for repairing unforeseen roof conditions. The motion passed with K. Demos and A. Leventhal opposing. P. Shanley moved, with a second by P. Browne, to approve Verticon's change order for re-flashing around one HVAC roof top unit. The motion passed unanimously. P. Shanley moved, with a second by T. Schommer, to approve Verticon's change order to repair with unforeseen field conditions. With K. Demos, C. Pakula, P. Browne, and S. Keltai opposing, the motion passed. K. Demos moved, with a second by C. Pakula, to approve Verticon's change order for 4 concrete bumpers. The motion passed unanimously. P. Shanley moved, with a second by C. Pakula, to send a letter to Advance Testing indicating that MFL could not pay their invoice until the hold down bolts were tested as per the

Plans. S. Keltai reminded all Committee Chairs that, at next month's annual meeting, s/he should be prepared to deliver a summary of the Committee's activities during 2014.

- B) **AUDIT COMMITTEE:** Covered under Executive Committee.
- C) **STEERING COMMITTEE:** In addition to the most recent Progress Meeting Minutes which had been emailed to all Trustees, K. Demos distributed copies of the most recent Two Week Look Ahead Schedule from Verticon, as well as copies of Irv Zuckerman's December 3, 2014 email.
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- D) **FINANCE COMMITTEE:** Covered under Director's and Treasurer's Reports.
- E) **BUILDINGS AND GROUNDS:** C. Pakula reports that the carpeting was to have arrived today at 44 Millpond Parkway.
- F) **BY-LAWS:** P. Shanley distributed ^d copies of a one page Code of Ethics/Ethics Statement. She ~~uses~~ ^{recommends} its adoption into the By Laws and will call for a vote at next month's meeting.
- G) **FUNDRAISING:** Chair C. Pakula presented. Just today, payment for an Ultimate Discount Card was deposited, bringing the net, year to date total for both the Discount Cards and the Annual Fund Drive to \$6,343.06. M. Arias distributed copies of an Account QuickReport for General Ledger No. 4500.
- H) **GRANTS:** Covered under Director's Report.
- I) **LIBRARY OPERATING:** C. Pakula moved, with a second by S. Keltai, to continue using the Bulletin Board tool. With H. Nozari and K. Demos opposing, the motion was passed.
- J) **LONG RANGE PLANNING:** No meeting has been scheduled yet to prepare MFL's next Five Year Plan. A. Leventhal adds that any such Plan should also contain Budget predictions.

K) **PUBLIC RELATIONS:** T. Schommer distributes copies of a proposed Press Release and seeks input from the Board. T. Schommer, M. McIntosh and S. Keltai agree to meet expeditiously to go over this draft, as well as to draft a reply to the FOIL request from the Photo News.

L) **NOMINATING:** Chair P. Browne reports that Trustees should continue to apprise her of any interest in running for Officers positions in 2015 so that she can prepare a final ballot for next month's annual meeting. To date, P. Browne and B. Zerner have expressed interest in running for Corresponding Secretary (and P. Browne notes how one of the Corresponding Secretary's duties as listed in the By Laws is not currently being performed); S. Keltai has expressed interest in running for Recording Secretary; H. Nozari has expressed interest in running for Vice President and K. Demos has expressed interest in running for President. As Associate Trustee L. Liu hasn't been regularly or timely attending any recent Board meetings or participating in any Committee activities, P. Browne will write to L. Liu to advise her of the Board's consensus that L. Liu's Associate Trusteeship should be discontinued at this time, without prejudice to a re-application in the future should personal and work obligations and circumstances change.

10. **OLD BUSINESS:** M. Duffy will take photographs of 44 Millpond Parkway as requested by The Selective [flood insurance company].

11. **NEW BUSINESS:** Peter Martin has indicated to M. McIntosh that due to taxpayers successfully appealing their tax assessments in the Town of Monroe (thereby lowering their tax bills and the total tax revenue to the Town), the Town may be looking to MFL for some pro-rated return of its taxpayer support allotment to help make up for the Town's budget deficit. Legg Mason has sent MFL a W-9 form to complete. An informal group of H. Nozari, A. Leventhal, M. McIntosh, C. Pakula and C. Bezkorowajny will meet at 44 Millpond Parkway to determine if any adjustments can be made at this time to the floor plans/staff office assignments to improve work flow and overall functionality.

12. **OPEN FLOOR DISCUSSION:** Recent Times Herald-Record article and editorial about the Chester Library's dismissal of a Trustee sans any hearing.
13. **GOOD AND WELFARE:** C. Pakula asks for input from all Trustees and staff which he can bring back to the Annexation Committee on which he is serving. A. Leventhal thanks all who wished Maggie a speedy and full recovery. C. Pakula's daughter, Elaine Stock, has been published in a Christmas time collection of short stories. M. McIntosh and K. Demos have both read this story and found it endearing.
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14. **ADJOURNMENT:** C. Pakula moved to adjourn at 11:23 P.M. P. Browne seconded the motion which passed unanimously.

Respectfully submitted,

K. Demos

REMINDER - NEXT MONTH'S BOARD MEETING WILL BE ON JANUARY 12, 2015 AT 8:00 P.M. AT EITZ CHAIM.