

APPROVED
Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
November 13, 2017

Present:

Patricia Shanley-President
Charles LeViseur-Vice President
Diane LeViseur- Corresponding Secretary
Ann Marie Buckley- Recording Secretary

Trustees:

Donna Deming
Elizabeth Walsh (8:10 arrival)
Theresa Schommer
Barbara Zerner

Absent:

Jack Adkins
Casey Auerbach-Treasurer
Denise Harris

Also present:

Marilyn McIntosh- Exec Director
Mary Duffy- Assistant Director
Grace Riario- RCLS
Library Staff

Members of the Public

1. Call to Order and Pledge of Allegiance at 8:00pm by Pat Shanley. A quorum was present
2. MOTION made by C. LeViseur, 2nd D. Deming to Adopt the Agenda. MOTION approved unanimously.
3. MOTION made by C. LeViseur, 2nd D. Deming to approved the October meeting minutes. 5 approved, B. Zerner, AM Buckley abstain. MOTION approved.
4. MOTION made by D. Deming, 2nd D. LeViseur to approve the September meeting minutes. 5 approved, B. Zerner, T. Schommer abstain. MOTION approved.
 - a. Draft minutes are send to the Board, once corrections/comments are addressed, a draft copy will be sent to M. McIntosh to handout at the following Board meeting.
5. Public Comments-
 - a. New MFL Staff members were introduced. Welcome- Emily Wilson and Eli Jonas, the new Reference Clerks.
 - b. Comment on the MFL website regarding Guidestar updates.
 - c. Question on budget increase allocations
6. Directors Report- Highlights
 - a. MFL budget passed by 281 votes
 - b. A. Carver attended NYLA

- c. C. LeViseur and the Friends of the Library worked to install (Friends funded, Alex Carver, Head of IT/PR, installed) a flat screen tv above the Circulation desk.
 - d. \$708.59 was donated to the WTCC Firefighters Memorial Fund/911 Benefit Fund.
 - e. A public relations event is in the works for the completed Flagpole installation by Boy Scout Kenneth Hoyt for his Eagle Scout project.
 - f. Larkin grant received.
 - g. \$100 donation was made to MFL for excellent service by the Weinreb family visiting from Canada.
7. Treasurer's Report- All Treasurer/Financial reporting tabled until C. Auerbach returns from his business trip.
8. Committee Reports
- a. Nominating- No report. J. Adkins absent.
 - i. J. Adkins agreed to chair the Nominating Committee for the 10/2017-9/2018 term.
 - ii. P. Shanley asked about expiring Trustee Board terms. D. Deming, P. Shanley, C. Auerbach, B. Zerner asked to let J. Adkins know if they are interested in running for another Board term.
 - b. Building & Grounds-
 - i. Eagle Scout project completed. Now a need to consult an electrician to explore lighting options. Pictures will be requested from Mrs. Hoyt.
 - ii. Issue with internal lighting; transformers blowing when bulbs are changed.
 - iii. HVAC/roofing- Contract with Best Mechanical has ended and will not be renewed. WK Mechanical is being asked to present maintenance contracts for repairs and fall maintenance.
 - iv. MOTION by B. Zerner, 2nd E. Walsh, to allow Building and Grounds to complete a contract with WK Mechanical for 1 year service, to include 2 minor and 2 major services, for a contract amount of \$3k, or less.
MOTION approved unanimously
 - c. By-Laws – no meeting nothing to report
 - d. Finance- no report. C. Auerbach out.
 - e. Fund Raising-
 - i. Holiday Boutique and Bake Sale coordinated by Melanie Turner, Principal Clerk/Technical Services, will be held on Saturday, 12/9, from 10-4. Bake sale items to be delivered, packaged and labeled, by Friday, 12/8.
 - ii. D. LeViseur to work with C. Auerbach and Jet Blue for a Valentine's Day Raffle.
 - iii. D. LeViseur to order, from Vistaprint, Thank You cards with MFL logo.
 - iv. Andres can supply 'light jazz' for the Holiday Boutique.
 - f. Grants-Hudson Valley Wind Quintet will be performing Peter and the Wolf for the last day of the Children's Reading program. T. Schommer is writing a

grant (Mid-Hudson Arts program/NY State Council of Arts) to cover the artist's fees and any additional expenses.

- g. Library Operating-MOTION by AM Buckley, 2nd by D. LeViseur, to approve committee recommendation to change Management Employee insurance premium contribution from a flat rate to a percentage rate. 6 approved, B. Zerner opposed, E. Walsh abstained. MOTION approved.
 - h. Long Range Planning- RCLS sent a survey regarding Minimum Standards and Trustee opinions are needed to move recommendations forward. These standards are tied to Long Range Planning.
 - i. Special Committees- No report
 - j. Old Business- Union negotiations are ongoing. Initial meeting with Union reps has occurred and additional meetings are scheduled.
9. New Business
- a. Veterans Day Programs to be explored
 - b. Food for Fines programs for holidays/New year
 - c. Toys for Tots to be discussed
 - d. Recognition for Artist of the Month Quilts on display
10. Good and Welfare
- a. Library Top Ten list for Trustees distributed
 - b. Sacred Heart warming station mentioned

MOTION by C. LeViseur, 2nd AM Buckley to adjourn the meeting at 9:10 pm. MOTION approved unanimously.

Next Board Meeting scheduled for Monday, 12/11/2017