

APPROVED
Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
July 10, 2017

Present:

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

Trustees:

Donna Deming
Theresa Schommer
Jack Adkins
Barbara Zerner
Hormoz Nozari

Absent:

Elizabeth Walsh (unexcused absence)
Denise Harris

Also present:

Grace Riario-RCLS
Marilyn McIntosh-Exec Director
Mary Duffy- Ass't Director
Members of MFL Staff
Members of the Public

1. Pledge of Allegiance
2. Call to Order at 8:02pm by P. Shanley. A quorum was present.
3. Public Comments
 - K. Demos asked for clarification on a Financial document.
 - B. Zerner asked to review resignation of previous board member S. Keltai.
4. Disposition of the Minutes-
 - a. MOTION made by AM Buckley, 2nd by D. Deming to approve June meeting minutes. 7 approved, C. Auerbach, H. Nozari, B. Zerner Abstained. MOTION PASSED
5. Correspondence-Card circulating to recognize Irv Zuckerman's retirement
6. Directors Report- Highlights include: Question on Fundraising plans for 2017 (addressed in committee reports); thank you to Alex for postcard sent to first time library card holders; Quote from UW Marx for "Friends Building" demolition; Issues continue with Best Mechanical for HVAC needs; First installment check in the amount of \$3,088 from the Orange County Legislative grant; \$500 check received from MWSCD Interact Program; working with Attorney Rich Guertin on the Larkin grant.
7. Treasurer's Report- November 2016 through February 2017 monthly Financial statements showed no items of concern. June monthly Financial statement showed no items of concern.
 - a. MOTION by C. Auerbach, 2nd C. LeViseur, to approve and accept November 2016, December 2016, January 2017, and February 2017 Financial

statements. 8 Approved, H. Nozari Opposed, B. Zerner Abstained MOTION PASSED

b. MOTION by C. LeViseur, 2nd by C. Auerbach, to add “subject to audit” to the above MOTION. MOTION PASSED UNANIMOUSLY

c. MOTION by C. Auerbach, 2nd D. Deming, to approve and accept June 2017 Financial statements subject to audit. MOTION PASSED UNANIMOUSLY

8. Committee Reports

a. Nominating- N/A

b. Building & Grounds-

i. Issue with A/C failure. MFL is a heating/cooling station so HVAC in good working order is mandatory. Technicians recommend to replace the unit. MOTION by C. LeViseur, 2nd T. Schommer, to replace the 20 year 4 ton Lenox HVAC unit with a new HVAC unit with a cost not to exceed \$12,000 based on Building and Grounds final recommendations. MOTION PASSED UNANIMOUSLY

ii. Men’s restroom door handle is not ADA compliant. Recommendation to replace the handle.

iii. Eagle Scout Project- we have been approached by Kenneth Hoyt to install a 20’ flagpole, 3’ retaining wall of pavers, manual and training of staff on proper flag handling. Kenneth will put together a project plan and present at a future regular Board meeting.

iv. Building next to Library- Quotes are being obtained but recommendation is to hold off on the demolition and future construction of that area. Instead to focus on the exterior children’s area.

c. By-Laws

i. MOTION by C. LeViseur, 2nd J. Adkins, to revise Article VII Section 1 to read “Amendments to the By-Laws are proposed at a Regular Meeting of the Board of Trustees and become effective after a large majority (2/3) vote at that meeting. MOTION PASSED UNANIMOUSLY

ii. MOTION by C. LeViseur, 2nd D. LeViseur, revision to change 2nd Article VII (duplicate) to Article VIII. MOTION PASSED UNANIMOUSLY

iii. MOTION by C. LeViseur, 2nd T. Schommer, to remove the entire section of Article III, Section 2 Associate Trustees from the By-Laws; renumber the remaining Section of Article III so it follows an uninterrupted numerical order; and delete all additional references to Associate Trustees from the remainder of the By-Laws. MOTION PASSED UNANIMOUSLY

iv. MOTION by C. LeViseur, 2nd D. LeViseur, to remove Section 13 from Article V Nominating Committee and add it to Subtopic E of Section 10 Fundraising. MOTION PASSED UNANIMOUSLY

d. Finance- Recommendation to revisit current MFL budget with M. Arias and M. McIntosh

e. Fund Raising-

- i. 9/24/17, 2-4pm, Young Musician performance and Bake sale with proceeds going to MFL
 - ii. T. Schommer to work with Fundraising committee to ensure MFL branding
 - iii. \$500 donation from MWSCD Interact Program to MFL
 - iv. Petitions are still needed to reach a goal of 700
 - f. Grants-MOTION by AM Buckley, 2nd T. Schommer, to approve Attorney Rich Guertin to finalize the process of accepting the Larkin Grant and to authorize MFL Director to sign the agreements for the Larkin Grant. MOTION PASSED UNANIMOUSLY
 - g. Library Operating- Met for the first time to review the Employee Handbook/Personnel Policies. Updates to follow at future Board meetings.
 - h. Public Relations- Working on getting policies from other Libraries
 - i. Long Range Planning- N/A
9. Unfinished and On Going Business- N/A
10. New and Miscellaneous- C. LeViseur discussed the BAND app for the Board and Staff
11. Good and Welfare-
- i. C. Auerbach thanked the Board and Staff for his son's gift
 - ii. Peter Pan will be at the MW High School
12. Open Floor Discussion
- i. H. Nozari read a letter of his resignation to the Board and it was accepted
 - ii. K. Demos had questions relating to payroll issues. These will be reviewed for accuracy with all discussions to be tabled until a full review is completed by the Finance Committee.

MOTION by B Zerner, 2nd D. Deming to adjourn the meeting at 9:56pm. MOTION PASSED UNANIMOUSLY