

Board of Trustees  
Monroe Free Library  
Minutes of Monthly Meeting  
August 10, 2015

**Officers:**

Kathy Demos - President  
Hormoz Nozari - Vice President  
Charlie Pakula - Treasurer  
Sandra Keltai - Recording Secretary  
Barbara Zerner- Corresponding Secretary

**Trustees:**

Pat Shanley  
Paulette Browne  
Al Leventhal  
Terry Schommer

**Absent:**

Denise Harris - Trustee

**Also present:**

Marilyn McIntosh - Executive Director  
Carol Bezkorowajny – Head of Circulation  
Maria Arias – Bookkeeper  
C. Strauss – Head of Reference and Adult Programming  
M. Quarles – Head of Children’s and Young Adult Services  
D. Williamson – Accountant  
S. Grattan – Teen Coordinator

**Guests:**

E. Doherty – Prospective Trustee  
Lilu Li – Prospective Trustee

**Pledge of Allegiance**

- 1) **Call to order at 8:10 P.M. / Attendance Sheet**
- 2) **Public Comment:** M. Quarles introduced Stephanie Grattan, the library’s new teen coordinator. She has lived in Orange County for 11 years, graduated from Washingtonville High School and is happy to be at the MFL.

Lilu Li is from China, has been in the United States for 20 years and became an American citizen in 2000. She has lived in Monroe for 13 years, is the Treasurer for the City of Monticello, and is anxious to use her skills to serve the community.

- 3) **Disposition of Minutes:** Motion made by B. Zerner and seconded by T. Schommer to approve the June minutes with any corrections and attachments. **UNANIMOUS.**

Motion made by B. Zerner and seconded by H. Nozari to approve the July minutes with any corrections and attachments.

**In Favor:** K. Demos, B. Zerner, T. Schommer, P. Shanley, H. Nozari, C. Pakula, A. Leventhal and S. Keltai.

**Opposed:** P. Browne

- 4) **Correspondence:** M. McIntosh received a note from a patron expressing her thanks for the wonderful experiences her children are receiving at the MFL.

M. McIntosh received 2 donations in memory of Ruth Kalus.

B. Zerner, as corresponding secretary, requested that the library purchase note cards for correspondence. She was asked to get quotations for purchasing the stationery.

5) **Director's Report:** See attachment

Ambient will be coming on Tuesday morning, August 11, 2015, to do testing at 40 Millpond Parkway.

The signs purchased from 2/90 Signs have not yet been installed. The Library must now go before the Architectural Review Board before they can be put on the exterior of the building.

Corrected Financial Assets Chart will be attached to the minutes.

**Motion** was made by K. Demos and seconded by B. Zerner to have the Executive Director sign all the necessary application forms that M. McIntosh filled out for the Architectural Review Board. **UNANIMOUS**

**Motion** made by C. Pakula and seconded by P. Browne that the Staff, Friends and Trustees sign the amended Opt Out Agreement form regarding going into 40 at their own risk.

**In Favor:** K. Demos, H. Nozari, B. Zerner, C. Pakula, P. Browne, T. Schommer, P. Shanley and S. Keltai.

**Opposed:** A. Leventhal

**Motion** made by P. Browne and seconded by K. Demos to Table and/or Re-Table the June and July Historical Net Worth and Cash Budget Reports. **UNANIMOUS**

**Motion** made by A. Leventhal and seconded by P. Shanley for the Executive Director to provide the Executive Committee ("EC") her vacation schedule and the vacation schedules of the Management team.

**In favor:** A. Leventhal, T. Schommer, P. Shanley and S. Keltai

**Opposed:** K. Demos, H. Nozari, B. Zerner, C. Pakula and P. Browne

**Motion** made P. Browne and seconded by A. Leventhal to send vacation scheduling issue that did not pass back to the Executive Committee to come up with another plan.

**In favor:** K. Demos, H. Nozari, B. Zerner, P. Browne, A. Leventhal, T. Schommer and S. Keltai

**Opposed:** P. Shanley

**Abstained:** C. Pakula

## 6) Treasurer's /Financial Committee Reports:

C. Pakula gave the July "Cost of Doing Business" Report. July's Opening Balance was \$1,398,583.96 and the Closing Balance was \$1,299,850.19, resulting in a cost of doing business number for the month of \$98,733.77. This cost of doing business number includes an unrealized "paper loss" on the library's donated, stock investments of \$317.51.

**Motion** made by K. Demos and seconded by A. Leventhal for C. Pakula to sign the Financial Transaction Authorization Form to move \$50K from the Greater Hudson money market into the Greater Hudson checking to cover checks already written out for operating expenses. **UNANIMOUS**

**Motion** made by A. Leventhal and seconded by P. Shanley for M. McIntosh and C. Pakula to research rates and to remove additional monies from the Greater Hudson money market (leaving a \$250K balance in the money market at .6%) into a higher (more than .3%) interest bearing account at any other bank/credit union, regardless where such bank/credit union is located, for no longer than 6 or 7 months.

**In favor:** H. Nozari, C. Pakula, A. Leventhal, T. Schommer, P. Browne, P. Shanley and S. Keltai.

**Opposed:** K. Demos

**Abstained:** B. Zerner

## 7) Committee Reports:

### A) Executive Committee:

**Motion** made by K. Demos and seconded by B. Zerner to ratify the EC consensus to pay RCLS, Amazon, Oxford and Artistic Image. **UNANIMOUS**

**Motion** made by K. Demos and seconded by P. Shanley to pay the \$3000 Bernard and Associates bill. **UNANIMOUS**

### B) Steering Committee:

The architects have said that Verticon has not complied with standard AIA close-out requirements.

**Motion** made by A. Leventhal and seconded by S. Keltai that no payment be made to Verticon in the absence of all documents required to officially close out the project. **UNANIMOUS**

### C) Buildings and Grounds:

Culligan has finally removed their equipment from the library.

**Motion** made by A. Leventhal and seconded by P. Browne for the Executive Director to send a letter to the architect and Verticon outlining all problems with the building that need to be corrected ASAP at no additional cost to the library.  
**UNANIMOUS**

**D) Audit:**

**Motion** made by P. Shanley and seconded by P. Browne to approve the revised Tax Returns subject to amendment and have M. McIntosh and C. Pakula sign the 990, as well as the CHAR 500 (with a \$25 check).  
**UNANIMOUS**

**Motion** made by A. Leventhal and seconded by P. Browne to give M. McIntosh the ability to pay these nondiscretionary, recurring bills (see attached list).

**E) By-Laws:** A handout of suggested changes to the By-Laws, Articles I and III, was distributed and will be voted on at our September Board Meeting.

**F) Fundraising and Grants:** M. McIntosh will be attending a Grants Workshop at RCLS on Friday, August 14<sup>th</sup>. K. Demos submitted a draft of the Annual Fund Drive letter to P. Shanley.

**G) Library Operating and Long Range Planning:**

**Motion** made by K. Demos and seconded by C. Pakula to approve the Diversity Policy and table the Minority Policy until next month.

**In favor:** K. Demos, H. Nozari, B. Zerner, C. Pakula, P. Browne, T. Schommer, P. Shanley and S. Keltai.

**Abstained:** A. Leventhal

**Motion** made by P. Shanley and seconded by P. Browne to approve the financial control forms created by M. Duffy.

**In favor:** K. Demos, H. Nozari, B. Zerner, C. Pakula, P. Browne, T. Schommer, P. Shanley and S. Keltai.

**Opposed:** A. Leventhal.

**Motion** made by A. Leventhal and seconded by C. Pakula to approve up to 24 additional bi-weekly hours for staff in the Reference Department without incurring overtime, in addition to the hiring of a replacement for Sara Johnson.

**In favor:** K. Demos, H. Nozari, B. Zerner, C. Pakula, A. Leventhal, P. Shanley, T. Schommer and S. Keltai.

**Opposed:** P. Browne

**Motion** made by A. Leventhal and seconded by P. Shanley to authorize up to 5 hours a week for Sunday coverage in the Children's Department and an extra 4 hours a week for the Teen Coordinator.

**In favor:** K. Demos, H. Nozari, B. Zerner, C. Pakula, A. Leventhal, T. Schommer, P. Shanley and S. Keltai.

**Abstained:** P. Browne

**H) Public Relations:** No Report

**I) Nominating:** L. Li introduced herself to the Board during Public Comment.

At 11:00PM a quorum was lost as trustees P. Shanley and T. Schommer had to depart.

**8) Old Business:** Joseph Schaeffer from Edward Jones is going to speak to the staff regarding their 401K investments on August 19th. Michael Bausk from Merrill Lynch already met with the staff.

**9) New Business: None.**

**10) Good and Welfare:** Condolences to M. Duffy on the passing of her mother-in-law.

P. Browne thanked the board for their wanting to make a collection in honor of the birth of her granddaughter but did not think it was necessary.

C. Pakula noted that K. Demos has helped him out at Boy Scout Camp and that all and any help would be greatly appreciated.

K. Demos stated that the First Presbyterian Church will be holding a barbeque on Saturday, August 22, 2015, from 3:00PM to 7:00PM, rain or shine.

At 11:10PM 2 more trustees, C. Pakula and P. Browne, had to depart.

**11) Open Floor Discussion:** None

**12) Adjournment:** Consensus to adjourn at 11:20PM.

Respectively Submitted  
Sandra Keltai

**Next Meeting: September 21, 2015 at 8:00PM**

Note: This changed date is due to a holiday falling on the second Monday in September.