

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
January 15, 2015

Present

Officers:

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

Trustees:

Pat Shanley
Al Leventhal

Excused:

Terry Schommer
Denise Harris
Paulette Browne

Also present:

Marilyn McIntosh - Executive Director
Mary Duffy – Assistant Director
Ian Murphy – Head of Data
Carol Bezkorowajny – Head of Circulation and Automation
Maria Arias – Bookkeeper
Denise Williamson - Accountant

1) **Pledge:** Done at Annual Meeting

2) **Meeting Called to Order at 8:53**

3) **Public Comment:** None

4) **Disposition of Minutes....December 8, 2014**

C. Pakula made a motion to accept the minutes as corrected. B. Zerner seconded. Unanimous.

5) **Correspondence:** We received a Christmas Card from our Architects.

James Clearwater of MJS Engineers sent a letter to FEMA to take 44 Mill Pond Parkway off the Flood Plain. We also had an outstanding request for a quotation for an as-built survey.

6) **Director's Report**

a. After looking at the space in the newly renovated library it was decided that there would be some room changes from the original plan for better utilization of the space.

- b. The ED distributed notes from the January 6th Strategic Planning Meeting for the move back to 44 stating that every employee has some kind of responsibility; the department managers will be meeting once a week.
- c. New Conflict of Interest forms were distributed to Trustees to be filled out.
- d. No information available yet regarding the State Annual Report.
- e. The Library's contract with the Town has not come in yet. The ED will call the Town tomorrow.
- f. Overdrive is the company RCLS uses to provide e-books to all patrons. On-line magazines have been added to the catalog.
- g. Greater Hudson Bank has provided MFL with a proposal for switching the Library's Sterling Bank accounts to Greater Hudson Bank as a prerequisite for the library in order to apply for a grant from their bank.
- h. The final tally for our budget vote was 2,545 yes votes to 2,496 no votes giving MFL a win by 49 votes.
- i. Museum passes are in the process of being renewed. We will be purchasing them this year as the Friends are without the proper funds to provide this service.
- j. All Board members are welcome to contribute to our monthly newsletter.

7) Treasurer' Report: Motion made by H. Nozari to rescind the approval of the 'simplified' budgets for January through October 2014. Seconded by K. Demos. In favor: C. Pakula, K. Demos, H. Nozari, B. Zerner, P. Shanley, S. Keltai. Abstained: A. Leventhal.

Motion made by C. Pakula to transfer MFL's Money Market Account (#3551) and Operating Checking Account (#4450) from Sterling National Bank and CD (#3157) coming due on 1/20/2015 from Berkshire Bank to Greater Hudson Bank. Seconded by H. Nozari. Unanimous.

Motion made by K. Demos to rescind the 2014 motion to limit Management and Staff's contribution on Health Insurance to: Contribute a total of \$713.50 toward each employee's monthly Health Insurance Premium of their choice. Seconded by B. Zerner. In Favor: K. Demos, A. Leventhal, B. Zerner, D.Harris, H. Nozari and S. Keltai. Abstained: T. Schommer.

8) Committee Reports

A) Executive Committee: Motion made by K. Demos to go into Executive Session. Seconded by C. Pakula. Unanimous.

Executive Session:

Motion made by K. Demos to ratify the EC Consensus of last Wednesday Night to authorize the Labor attorney for the library to make proposals at collective bargaining negotiations. Seconded by C. Pakula. In Favor: K. Demos, C. Pakula, H. Nozari, B. Zerner, A. Leventhal, S. Keltai. Opposed:

P. Shanley.

Motion made by K. Demos to close Executive Session. Seconded by C. Pakula. Unanimous.

Motion made by K. Demos to authorize Kathy Demos sign the contract for the movers, National Library Relocation. Seconded by P. Shanley. Unanimous.

The management team and the bookkeeper were not directly told about their new compensation rates and had pleasant surprises in their checks.

B) Audit: The new Audit will begin on January 23, 2015.

C) Steering Committee: The minutes of the Progress Meeting were sent to the Board, however the latest minutes for the January 16 meeting were not received.

Jim Clearwater (MJS Engineering) advised to get an as-built survey for Hometown Bank.

We had asked for a 6 month extension on our 'interest only' mortgage payments through 7/1/15 as our construction is not yet finished.

Motion was made by B. Zerner to accept the Hometown Bank modification letter of 12/29/2014 for next 6 months and have S. Keltai sign it.

Seconded by C. Pakula. Unanimous.

D) Buildings and Grounds: C. Pakula reported that the tile man would be finishing tomorrow, 90% of the fixtures were in and some of the cabinets do not fit under the circulation and reference desks. There is no keypad at the side entrance for RCLS. **Motion** made by C. Pakula to spend \$475 for a keypad outside the employee entrance for RCLS. Seconded by P. Shanley. In Favor: P. Shanley, C. Pakula, K. Demos, B. Zerner, A. Leventhal. S. Keltai. Opposed: H. Nozari.

C. Pakula does not think we will be out of 1465 by 2/1.

E) By-Laws: Tabled vote for next meeting.

F) Finance: H. Nozari spoke about the 'Check Recording Chart' that B. Zerner and S. Keltai created a few years ago; it was a form that would track which bills were paid and when. Every check payment would be recorded on it. Although

M. Duffy has started using the chart in 2014, she didn't list all prevalent information. She will begin filling in all the columns required on the chart going forward.

TAX CAP:

We must rescind our previous motion to 'not' exceed the Tax Cap as a protection in case it becomes necessary to go above it although we never have.

The Board of Trustees of the MFL was asked to rescind motion: "FIN 14 – 4" made on February 10, 2014 'to override the 1.66% tax levy "cap" in formulating the 2015 budget (to be voted on in November 2014). **Motion** made by K. Demos to rescind Motion FIN 14 – 4. Seconded by P. Shanley. Unanimous.

Motion made by K. Demos to override tax cap for 2016 Budget:

"Whereas, the adoption of the 2016 budget for the Monroe Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal law Section 3-c adopted 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Monroe Free library voted and approved to exceed the tax levy limit for 2016 by a least the sixty percent of the board of trustees as required by state law on January 15, 2014." Seconded by P. Shanley. Unanimous.

F) Fundraising: M. Duffy commented on low Doughraiser sum received.

C. Pakula recommended ordering 100 Discount Cards again this year.

G) Grant: We received the correct letter from Verticon (\$149,984.00) for the HVAC Grant, balance \$69,984. M. McIntosh will re-ask S. Hoefler from RCLS if we can complete the 2014 Grant paperwork as that portion of the construction is finished.

H) Library Operating: No Report

I) Long Range Planning: K. Demos would like a meeting scheduled to work on a 5 year plan.

J) Public Relations: P. Shanley handed out a draft press release. **Motion** made by C. Pakula to place the 'copy' in the Photo News tomorrow. Seconded by S. Keltai. Unanimous.

9) Old Business: We did not receive the check from Verticon yet.

10) New Business: A Mr. Luis Garcia, owner/operator of My Grand Attic, a consignment type shop expressed an interest in renting our 'Book Garden' building for his business. **Motion** made by P. Shanley to not allow the Book Garden to be rented out. Seconded by C. Pakula. In Favor: S. Keltai, C. Pakula, P. Shanley, B. Zerner and K. Demos. Opposed: H. Nozari. Abstained: A. Leventhal.

K. Demos introduced an article on a 'Little Free Library' that we could perhaps set up on the Book Garden lawn and work in partnership with the Rotary. P. Shanley will look further into this project, the 'Little Free Library'.

A. Leventhal noted that Joanne has been a staff member of the MFL for 35 years and she should be officially recognized for her long dedicated tenure. B. Zerner will get a card now but when we are done with the Union Negotiations we will be able to honor her for her many years of service.

C. Pakula asked us to think about what we would like to put into the Time Capsule we will eventually 'bury' on the grounds of the library. He also suggested the new building should have a plaque with the architects' names, as well as those of the trustees and staff.

K. Demos questioned why we have a storage unit in Goshen when there are units in Monroe now. M. McIntosh said that by May we probably will not need the storage facility in Goshen any more.

M. McIntosh also noted that Jerry Hauls It All will be hired for an additional TBD cost to clean out the Book Garden and that 82 boxes of books had gone to 'Better World books'.

11) Good and Welfare: None

12) Open Floor discussion: None

13) Adjournment: Motion made by C. Pakula to adjourn at 11:25PM, Seconded by P. Shanley. Unanimous.

Respectively submitted,
Sandra Keltai

REMINDER: Next Month's Board Meeting will be on February 9th,

2015 at 8:00PM at Eitz Chaim.