

Board of Trustees  
Monroe Free Library  
Minutes of Monthly Meeting  
July 13, 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  
Mary Duffy – Assistant Director  
Carol Bezkorowajny – Head of Circulation  
Maria Arias – Bookkeeper

**Guests:**

Elizabeth Doherty – Prospective Trustee

**Pledge of Allegiance**

1) **Call to order at 7:58 P.M. / Attendance Sheet**

2) **Public Comment:** None

3) **Disposition of Minutes:** Motion made by A. Leventhal to table June minutes. Seconded by P. Browne.

**In Favor:** A. Leventhal, B. Zerner, P. Browne, T. Schommer and P. Shanley.

**Opposed:** K. Demos, H. Nozari.

**Abstained:** S. Keltai.

4) **Correspondence:**

Patron Carolyn Falk sent a letter of appreciation for a wonderful book discussion facilitated by Gail Edmonds.

Patron Valerie Camillone sent a letter of thanks to the staff of the Monroe Free Library for their 'great consistency of good services provided'.

Sara Johnson sent in a letter of resignation from her position as Reference Clerk. She has accepted a full-time position in another library. Her last day at the Monroe Free Library was July 9<sup>th</sup>, 2015.

5) **Director's Report:**

Stephanie Grattan was hired at the end of June as the new teen coordinator.

Gail Edmonds will be conducting drop-in internet classes on Wednesday afternoons.

Sue Dwyer-Johnson held an Excel class and will host a specialized computer class each month.

This will be the last time that the Executive Director will be writing a variance report to the state for Standard # 8 sections b, c, d, e and f (space, light, shelving, seating and restroom). The Executive Director (“ED”) and Board President will have to sign the variance.

A **MOTION** was made by K. Demos for the Board President and M. McIntosh to sign the variance. Seconded by C. Pakula. **UNANIMOUS**

New rules for the Larkin Grant: Before MFL can receive the \$50,000 grant from Senator Larkin, the Board must write three new policies:

1. Anti-Nepotism – P. Browne worked on and presented this policy to the Board.
2. Diversity
3. Minority/Women Business Enterprise (M/WBE) Policy

A **MOTION** was made by K. Demos to approve the Anti-Nepotism policy. Seconded by C. Pakula.

**In favor:** K. Demos, C. Pakula, P. Browne, H. Nozari, S. Keltai.

**Opposed:** T. Schommer, P. Shanley, A. Leventhal and B. Zerner.

The emergency lights are in full operation.  
Our storage unit in Goshen has been cleaned out.  
The window tint has been applied to the windows.  
Verticon has delivered the building binders.

On June 22, 2015 MFL received a Certificate of Construction, which is the final documentation for a complete CO.

Marie Pulvirent of M-W Garden Club has planted attractive flower boxes, which line the sidewalk leading to our entryway.

Last month, M. McIntosh was approached by the family of Zach Woods to hold a blood drive in his memory. This year the blood drive will be held at the library on Saturday, September 19, 2015 from 10AM to 4PM.

Although the back yard is unusable as it is, according to engineer M. Sandor, the steep pitch in the back yard is correct.

The ED received an email from M. Bausk of Merrill Lynch regarding the staff's 401K plan. He had met with all interested employees. It was decided that H. Nozari should be the board liaison between the staff and the company representative and report back to the board.

The ED told the Board that she needs to hire a new, part-time person for Reference and needed clarification on a starting salary. It was suggested that the extra hours needed should be offered to the existing staff before a "new hire", and that the Union Rep can talk directly to M. McIntosh regarding more hours for an in-house employee. MFL will need more hours in the salaries budget line.

**6) Treasurer's/Finance Committee Reports:**

The Greater Hudson Bank has made multiple errors/mistakes since MFL opened its operating accounts there. MFL may need to find a new bank.

A **MOTION** was made by P. Shanley to move \$250,000 out of account #540 (Money Market at Greater Hudson Bank) to Orange County Trust if the interest rate is more than 3%. Seconded by P. Browne.

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

**Opposed:** C. Pakula and A. Leventhal.

M. McIntosh had several corrections on the Bill Binder Summary Report. We will continue working on a Bill Binder form.

C. Pakula and A. Leventhal expressed their views that there should be overhauls of our bill paying system.

The auditors won't have the 2014 audit/tax returns before the end of next week.

The Finance Committee will try to meet every month to go over the draft financial reports (historical, simplified, Bill Binder, Bill Binder Summary Report).

We're going to handle the Baker and Taylor bills (and possibly Amazon bills) differently going forward.

M. McIntosh asked for a specific and immediate 'policy' on how to deal with bounced checks.

A **MOTION** was made by P. Browne that when a patron's check bounces they pay the \$35 bank fee and the amount of the check before they can take out any materials from the library. Seconded by H. Nozari.

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

**Opposed:** C. Pakula

A **MOTION** was made by K. Demos to table the June Historical and Simplified Reports until the August meeting. Seconded by P. Browne

**UNANIMOUS**

## 7) **COMMITTEE REPORTS:**

**A) Executive Committee ("EC")** - The EC met and several consensuses were reached which pertain to the management of the library. Ratification of these consensuses was requested.

A **MOTION** was made by P. Shanley to change the NAS emergency contact list to include in this order: M. McIntosh, M. Duffy, C. Bezkorowajny, I. Murphy, C. Strauss and M. Quarles. C. Pakula will be the backup contact if management cannot be reached. Seconded by C. Pakula.

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

**Abstained:** P. Browne

A **MOTION** was made by T. Schommer to ratify the actions of the ED who proceeded to order and have the window film treatments installed. Seconded by C. Pakula.

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

**Opposed:** A Leventhal.

A **MOTION** was made by K. Demos to pay Verticon \$7969 for a year old work Change Order. Seconded by C. Pakula.

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

**Opposed:** P. Browne and A. Leventhal.

A **MOTION** was made by A. Leventhal to get 'Stratustime' software – a virtual time clock program available through Paychex. Seconded by P. Browne.

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

**Abstained:** C. Pakula and P. Shanley.

A **MOTION** was made by A. Leventhal to have the President sign the Stratustime contract. Seconded by H. Nozari.

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

**Abstained:** C. Pakula and P. Shanley.

A **MOTION** was made by P. Browne to sign a contract with Ambient for testing 40 Millpond for asbestos, lead, PCBs and mold for \$1950 without taking into consideration the results from the 2008 testing. Seconded by A. Leventhal.

**UNANIMOUS**

**B) Steering** – M. Duffy called Verticon for a copy of the change order for \$7969. They sent us an uncertified payment application for \$27,816.08, which included the \$7969 change order.

**C) Buildings and Grounds** - Because the hazmat testing of 40 Millpond has not yet been done it was recommended that anyone entering the building be asked to sign a General Release.

A **MOTION** was made by C. Pakula that in order for Staff, Trustees and Friends to enter 40 Millpond they must sign a General Release.  
Seconded by H. Nozari.

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

**Opposed:** A. Leventhal and P. Browne.

**D) Audit** – Our Tax Returns are due August 15<sup>th</sup> and our Journal Entries for 2014 have not been made yet.

**E) By-Laws** – The Committee met and worked on changes to:

Article 1

Article 3 Sections 2 and 5.

The Committee also worked on correcting pagination which was not sequentially labeled in the Table of Contents.

The Committee will try to match the By-Law language with the verbiage in the Minutes.

**F) Fundraising and Grants** – C. Pakula brought up the “bricks” fundraiser concept.

**G) Library Operating and Long Range Planning** – Reminder that there will be a Negotiation Session: Tuesday, July 21 at 10:15.

P. Browne and M. Duffy have been working on the Disaster Plan utilizing a template and other material.

Policies: The ED will resume analyzing one Policy per month, adding to the existing two year schedule any new Policies which may be required by RCLS or the Larkin Grant. The ED will re-prioritize the existing schedule to focus on those Policies having most relevancy first. The reviewed Policy will be presented to the Board by the ED at one Board Meeting and then voted on at the next Board Meeting.

**H) Public Relations** – Nothing to report.

**I) Nominating** – Elizabeth Doherty attended the board meeting, introduced herself, and indicated her interest in becoming an Associate Trustee.

M. McIntosh gave the Committee the name of another person interested in becoming a Trustee; Lilu Li will be coming to our next Board meeting.

8) **Old Business:** None

9) **New Business:** A new RCLS grant application is due September 1, 2015.

10) **Good and Welfare:** Marie Pulvirent of the M-W Garden Club who had planted the flower boxes which line the sidewalk leading to the entryway of the library broke her arm.

11) **Open Floor Discussion** – None

12) **Adjournment:**

**MOTION** made at 10:40 p.m. by S. Keltai to adjourn. Seconded by P. Shanley. **UNANIMOUS**

**Respectively Submitted**  
**Sandra Keltai**

**REMINDER**  
**OUR NEXT BOARD MEETING WILL BE AUGUST 10, 2015**  
**AT 8:00PM.**