

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
June 8, 2015

Present

Officers:

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

Trustees:

Denise Harris
Paulette Browne
Al Leventhal
Pat Shanley
Terry Schommer

Absent:

Hormoz Nozari – Vice President

Also present:

Marilyn McIntosh - Executive Director
Mary Duffy – Assistant Director
Carol Bezkorowajny – Head of Circulation
Melanie Turner – Technical Services

Guests:

David Cross -Union Representative
Maria Arias – Bookkeeper

- 1) **Salute to Flag**
- 2) **Call to order at 800 P.M. / Attendance Roll Call**
- 3) **Public Comment: None**
- 4) **Disposition of Minutes** : Re-Scheduled May Meeting
Vote to approve made by: K. Demos
Seconded by: S. Keltai. **UNANIMOUS**

SPECIAL MAY MINUTES

Vote to approve made by: S. Keltai

Seconded by: B. Zerner.

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

Opposed: None

Abstained: P. Browne

5. **Joint Executive Committee and Library Operating Committee Meeting Report/Ratification of Consensuses:**

ALL MOTIONS TO RATIFY MADE BY K. DEMOS AND SECONDED BY S. KELTAI:

MOTION A: Approve all payments over \$2,500 made in May, e.g.s., payroll, Amazon, Oxford/United Health, labor lawyer.

In favor: K. Demos, S. Keltai, P. Shanley, C. Pakula, P. Browne, T. Schommer, B. Zerner and D. Harris.

Opposed: A. Leventhal

Abstain: None

MOTION B: Present revised 2016 proposed Budget.

In favor: K. Demos, S. Keltai, P. Browne, T. Schommer, P. Shanley, D. Harris, A. Leventhal and C. Pakula

Opposed: None

Abstain: B. Zerner and P. Browne

Note: B. Zerner and P. Browne were displeased that the Proposed 2016 Budget Meeting was held without sufficient advance notification to all members of the Audit, Finance and Library Operating Committees.

MOTION C: Ask Ambient to re-revise its quotation for a mold only quotation. UNANIMOUS

MOTION D: Approve Culligan equipment / supplies removal. UNANIMOUS

MOTION E: Continue to table Verticon / BRM bills. UNANIMOUS

MOTION F: Distribute Paychex buyout checks. UNANIMOUS

6) **Director's Reports:** M. McIntosh highlighted and supplemented her written report.

M. Quarles and J. Hyman of the Children Department have been giving tours to the students from North Main Street Elementary School. Over 700 children have visited our new facility.

M. McIntosh has contacted M. Pulvirent of the M-W Garden Club. She runs a special program for children and will be working with our kids this summer.

After the ED spoke about the 'Scavenger Hunt' that was created by S. Johnson it was suggested that some kind of recognition should be given to staff members for their work in implementing innovative programs. Employee of the Month gift cards was one suggestion.

All RCLS libraries will share in the \$81,000 OLA Grant.

ED has been in contact with M. Sandor, engineer, and J. Cocks, the Assistant Building Inspector, with regard to the planting of shrubs which is allegedly an acceptable solution for replacing trees that were removed during construction. They are also looking into the back yard of the library which is unusable.

Last Saturday there was a well-received 'Fancy Nancy' party held at the library for the children.

Installers will be called to put up the outside library signs when they come in.

M. McIntosh and C. Strauss will be setting up a blood drive in September in memory of Zach Woods, son of Lori Currier Woods, a former Town of Monroe Board member. K. Demos suggested having the drive on the same day as Monroe's Community Day (formerly The Cheese Festival).

R. Manzella has been crocheting and selling book worms earning over \$300 for the library. She has purchased a trash can for the lobby.

C. Strauss and M. McIntosh have completed paperwork for a grant to Walmart for \$2,200 for a new flat screen TV to be used in programming and for a projection screen.

P. Shanley and M. McIntosh have completed the final paperwork for the HVAC Grant.

M. McIntosh has contacted Greater Hudson Bank and will be writing a letter asking for a grant.

M. Duffy will be attending the RCLS Grant Workshop on June 17, 2015 at 8:00AM.

M. McIntosh has contacted three companies that put UV film on windows as an alternative to blinds. More information to follow at the next meeting.

J. Movrich had her Yard Sale June 6, and brought in over \$700. A special thank you to P. Shanley and C. Pakula who worked all day.

Note: C. Pakula and P. Browne opined that more Trustees could volunteer more time than they presently do.

MOTION made by P. Browne and seconded by K. Demos that when a library employee comes into the library on a holiday to empty the book bin they will be paid \$55 as taxable salary.

In favor: K. Demos, P. Shanley, S. Keltai, B. Zerner, P. Browne, A. Leventhal, T. Schommer, D. Harris.

Opposed: None

Abstain: C. Pakula.

MOTION TO APPROVE DIRECTOR'S REVISED 2016 BUDGET PROPOSAL WHICH SEEKS \$30,000 INCREASE IN TAXPAYER SUPPORT made by P. Shanley and seconded by T. Schommer.

In favor: P. Shanley, T. Schommer, S. Keltai, D. Harris, K. Demos, C. Pakula and A. Leventhal

Opposed: None

Abstain: B. Zerner and P. Browne.

Note: B. Zerner and P. Browne were displeased that the Proposed 2016 Budget Meeting was held without sufficient advance notification to all members of the Audit, Finance and Library Operating Committees.

MOTION TO APPROVE HISTORICAL CASH BUDGET AND NET WORTH REPORTS FOR JANUARY 2015, SUBJECT TO AUDIT.

Made by: P. Shanley; Seconded by: P. Browne.

In favor: K. Demos, S. Keltai D. Harris, B. Zerner, P. Shanley, T. Schommer and C. Pakula

Opposed: A. Leventhal

Abstain: None

MOTION TO APPROVE HISTORICAL CASH BUDGET AND NET WORTH REPORTS FOR FEBRUARY 2015, SUBJECT TO AUDIT.

Made by: P. Shanley; Seconded by: P. Browne

In favor: K. Demos, S. Keltai D. Harris, P. Shanley, T. Schommer and C. Pakula

Opposed: A. Leventhal

Abstain: B. Zerner

MOTION TO APPROVE HISTORICAL CASH BUDGET AND NET WORTH REPORTS FOR MARCH 2015, SUBJECT TO AUDIT.

Made by: P. Browne; Seconded by: P. Shanley

In favor: K. Demos, S. Keltai, D. Harris, B. Zerner, P. Shanley, T. Schommer and C. Pakula

Opposed: A. Leventhal

Abstain: None

MOTION TO APPROVE HISTORICAL CASH BUDGET AND NET WORTH REPORTS FOR APRIL 2015, SUBJECT TO AUDIT.

Made by: P. Browne; Seconded by: T. Schommer

In favor: K. Demos, S. Keltai, D. Harris, B. Zerner, P. Shanley, T. Schommer and C. Pakula

Opposed: A. Leventhal

Abstain: None

MOTION TO APPROVE HISTORICAL CASH BUDGET AND NET WORTH REPORTS FOR MAY 2015, SUBJECT TO AUDIT.

Made by: P. Browne; Seconded by: P. Shanley

In favor: K. Demos, S. Keltai, D. Harris, B. Zerner, P. Shanley, T. Schommer and C. Pakula

Opposed: A. Leventhal

Abstain: None

- 7) **Treasurer's Reports:** C. Pakula presented 'simplified, cost of doing business report' from Jan. - May, 2015, and the itemization of all disbursements in May.

8) COMMITTEE REPORTS:

A) Nominating: P. Browne gave B. Zerner the name of a prospective Trustee and will get her the person's contact information. The prospective Trustee is Village of Monroe employee.

B) Buildings and Grounds and Steering: C. Pakula mentioned 2 proposals / estimates for a structural analysis of 40 Millpond Parkway; Deerkoski - \$1500 and McClaren - \$6600.

C. Bezkorowajny received an estimate from Anthony's Home Improvement, the company that does our shoveling, for mowing the grass; \$125 for the first go around and then \$75 for each cut.

MOTION TO APPROVE THE PROPOSAL FOR LAWN MAINTENANCE FROM ANTHONY'S HOME made by C. Pakula, seconded by P. Shanley.

In favor: C. Pakula, P. Shanley, K. Demos, S. Keltai, B. Zerner, D. Harris, P. Browne and T. Schommer.

Opposed: A. Leventhal

Abstained: None

- C) Audit: K. Demos will follow-up with D. Bernard & Associates.
- D) By-Laws: Chair will be setting up a meeting shortly.
- E) Fundraising and Grants: P. Shanley asked K. Demos for the Annual Fund Drive Letter. K. Demos was waiting for the Proposed Budget for 2016 to be approved so that she will have some guidance when writing the letter.
- Note: Discount card sales (net) proceeds and P. Shanley's autographed books profits are to go into an operating account.
- F) Library Operating and Long Range Planning: P. Browne and M. Duffy will be setting up a meeting to work on the Disaster Plan.
- G) Public Relations: No report.

9) Correspondence:

A letter of support requested by Mayor Purcell was sent out regarding Village improvements.

An email was sent to Culligan regarding equipment removal by the Director.

No written reply to R. Guertin's tax certiorari letter to P. Martin.

10) Old Business:

MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING NEGOTIATIONS/OTHER PERSONNEL ISSUES made by: A. Leventhal, seconded by B. Zerner at 10:25p.m.
UNANIMOUS

At 11:16p.m., the meeting's quorum terminated with the departure of 3 Trustees. Consequently, no motions could be made in executive session or even to close the executive session.

11) Adjournment: Consensus to adjourn at 11:20p.m.

Respectively submitted
Sandra Keltai

PLEASE NOTE: NEXT MONTHLY BOARD MEETING ON MONDAY, JULY 13, 2015 AT 8:00 P.M.