

Board of Trustees  
 Monroe Free Library  
 Minutes of Monthly Meeting  
 June 11, 2018

<b>Present: Executive Staff</b>	<b>Trustees:</b>	<b>Also Attending:</b>	<b>Absent:</b>
Pat Shanley-President	Denise Harris	Mary Duffy	Jack Adkins
Charlie LeViseur-Vice Pres	Barbara Cullum	Alex Carver	Ann Marie Buckley
Diane LeViseur-Corresp Sectry	Donna Deming		Marilyn McIntosh
Casey Auerbach-Treasurer			

1. Call to Order and Pledge of Allegiance at 8:02 pm by Pat Shanley. A quorum was present.
2. Public Comment: none
3. MOTION to accept the May minutes, made by Denise, 2<sup>nd</sup> by Donna. MOTION approved unanimously.
4. Directors Report- Highlights
  - a. Kaylie and Ely resigned
  - b. Bldgs and Grounds: (presented by Alex) Work starting on the back area, looking at contractor bids for building the deck. Atlantic seems to be the best. MOTION to accept this contractor, Atlantic, for a deck to be 25'x18', Trex, with the caveat that we get 2 or 3 recommendations from their previous clients, not to exceed \$17,700.00. Motion made by Charlie, 2<sup>nd</sup> by Barbara. MOTION approved unanimously.
  - c. Suggestion for changing to summer hours: Staff counted patrons in the library over a few months, found that very few come in between 7-9pm. Suggestion to close at 8pm on Tues and Thurs, open at 9:30 instead of 10 Mon-Sat, and keep 1-9 on Wednesdays. Charlie suggested maybe Summer vs Winter hours, as other libraries do. Vote tabled until more research can be done.
5. Treasurer's Report-Jan-April Financials, still need adjusting, tabled for next meeting; MOTION to accept tabling the Financials, made by Casey, 2<sup>nd</sup> by Diane. MOTION approved unanimously.
6. Committee Reports
  - a. Nominating- Ann Metaxis said she is no longer interested in joining the Board.
  - b. Building & Grounds-
    - a. Handled in the director's report
    - b. Mentioned that key fobs were not working, locksmith called, no one informed Charlie. Now all staff have master key.

- c. By-Laws – nothing to report.
- d. Finance
  - a. Already discussed by Casey during Treasurer's report
- e. Fund Raising-
  - a. Diane presented pricing for bags, Pat will look into them a little further
  - b. \$250 in Go Fund Me page for Summer program
  - c. As of this meeting, 22 tickets sold, \$440 for plane ticket raffle
  - d. Letter requesting donations received \$2,785.00

7. Grants – Denise to speak with Marilyn

8. Library Operating-

- a. Met with Marilyn regarding employee handbook, table vote until next meeting.
- b. Vote to accept new circulation policy, MOTION to accept, made by Denise, 2<sup>nd</sup> by Donna. MOTION approved unanimously.
- c. Behavior policy – wording changed, MOTION to accept, made by Charlie, 2<sup>nd</sup> by Donna. MOTION approved unanimously.
- d. Public Relations-nothing to report, Terry absent
- e. Long Range Planning-Barbara will set up table for a survey for patrons

9. Motion to go into Executive Session, 9:09 pm, MOTION to accept, made by Casey, 2<sup>nd</sup> by Donna. MOTION approved unanimously. Mary approved to stay. Motion to leave Executive Session, 9:19 pm, MOTION to accept, made by Charlie, 2<sup>nd</sup> by Denise. MOTION approved unanimously.

- a. Employee A: increase in salary by \$2.56, no title change, MOTION to accept, made by XXX, 2<sup>nd</sup> by XXX. MOTION approved unanimously.
- b. Employee B: increase in salary by \$1.00, no title change, MOTION to accept, made by XXX, 2<sup>nd</sup> by XXX. MOTION approved unanimously.

10. Old Business- Virtual Reality very successful, will need reservations for the summer

11. New Business-

- a. Flag Day with Veterans, June 14. Josh LeViseur volunteered to play with them, Mary will ask if he is needed. New POW/MIA Flag to be added.
- b. Charlie addressed new email addresses for Trustees being created with @mfl-trustees.com.
- c. Charlie attended RCLS board meeting, thinking about running for a position there, 5 year commitment.

12. MOTION by Charlie, 2<sup>nd</sup> Donn to adjourn the meeting at 9:42 pm. Approved unanimously. Next Board Meeting scheduled for Monday, July 16, 2018.