

# Amended

Board of Trustees  
**Monroe Free Library**  
**Minutes of Monthly Meeting**  
June 29<sup>th</sup>, 2016

**Officers:**

Kathy Demos - President  
Paulette Browne – Vice President  
Hormoz Nozari - Treasurer  
Sandra Keltai - Recording Secretary  
Barbara Zerner- Corresponding Secretary

**Trustees:**

Patricia Shanley  
Denise Harris

**Also present:**

M. McIntosh - Director  
M. Duffy – Assistant Director  
M. Arias – Bookkeeper  
Other MFL Staff and members of the public/prospective Associate Trustees  
(including E. Walsh)

**1) Pledge of Allegiance**

**Attendance**

**Call to Order: 8:03PM**

**Sign –up sheet for Public Comment**

**2) Disposition of Minutes of 6/9/16 Special Meeting – MOTION** made by S. Keltai and seconded by H. Nozari to accept the minutes of the June 9, 2016 Special Meeting. **UNANIMOUS**

**3) Public Comment** (Following Printed Protocol)

**4) Director's Reports:** The Director highlighted her Reports for the months of March, April, May and June (February's Report had been highlighted at the February 16, 2016 Steering Committee Meeting), as well as the Financial Assets Charts for those same months. Copies of the Director's Reports for February-June are attached. The Director read an undated letter addressing several issues/questions which arose during the January 2016 Meetings and the February 16, 2016 Meeting. The Director is requesting that the Board focus on updating the Tutor, the Multi-Purpose Room Use, the Bulletin Board and User Behavior Policies as quickly as possible. The Director read many items of "correspondence" received from M. Turner and from patrons (young and old alike).

## 5) Bookkeeper's "Historical" and Treasurer's "Simplified, Cost of Doing Business" Reports/Summaries for February-May, 2016

**MOTION** made by B. Zerner and seconded by P. Browne to accept the "Historical" Net Worth and Cash Budget Reports, subject to audit, for the months of February-May, 2016. **UNANIMOUS**

**MOTION** made by B. Zerner and seconded by H. Nozari to use \$234,388 (90% of the 2015 "Construction Grant" received last year) to pay for construction costs (transfer from Greater Hudson Money Market to Hometown Bank). **UNANIMOUS**

The 2016 Budget general ledger line amount for the Building Fund cannot be transferred into the Hometown Bank Capital Checking Account until the auditors approve a journal entry.

## 6) Treasurer's Report: Distribution of Proposed 2017 Budget. The Proposed 2017 Budget may *not* have any request for additional taxpayer support as per a letter sent to the Board of Trustees on May 31, 2016, in which the Executive Director stated: "there will not be an opportunity to increase the budget for 2017..."

H. Nozari will collaborate in scheduling a combined meeting with the Finance, Library Operating and Audit Committees to go over the Proposed 2017 Budget when received, *completed*, from the Executive Director. (An incomplete Proposed 2017 Budget had been given to the Treasurer in early May, 2016.)

## 7) Committee Reports:

**7A. Nominating:** (taken out of order) A vote was taken for prospective Trustee E. Walsh. 6 yes, 1 no. **[NOTE: MFL Attorney, Laura Wong- Pan, Esq., has advised on July 5, 2016, that a re-vote must take place inasmuch as, as long as a quorum of the "full" Board remains at 7, ALL votes must be unanimous to be implemented.]**

### 7B. Executive Committee

**MOTION** made by D. Harris and seconded by H. Nozari to ratify the Executive Committee's consensus to pay MFL's Visa Bill. **UNANIMOUS**

**MOTION** made by P. Shanley and seconded by H. Nozari to ratify the Executive Committee's consensus to pay MFL's Amazon Bill. **UNANIMOUS**

**MOTION** made by B. Zerner and seconded by P. Browne to ratify the Executive Committee's consensus to transfer \$35,000 from Greater Hudson to Trustco for payroll #14. **UNANIMOUS**

**MOTION** made by B. Zerner and seconded by P. Browne to ratify the Executive Committee's consensus to make the monthly transfer of \$60,000 from Greater Hudson Money Market to Greater Hudson Checking for June's MFL (non-payroll) operating expenses. **UNANIMOUS**

**MOTION** made by H. Nozari and seconded by S. Keltai to approve the revised contract ("new" retainer agreement) from the Thomas Drohan Law Firm. **DEFEATED**

**In Favor:** K. Demos, H. Nozari, P. Shanley and S. Keltai

**Opposed:** B. Zerner, P. Browne and D. Harris

**MOTION** made by K. Demos and seconded by S. Keltai to pay the amended invoice from the Thomas Drohan Law Firm of \$3,929.18. **UNANIMOUS**

**7C. Audit/Library Operating/Finance:** A meeting is set with the Auditors for July 21, 2016 at 3:00PM.

**7D. Fundraising and Grants:** No Report, however D. Harris has agreed to Chair the Grants Committee.

**7E. Long Range Planning:** M. Duffy will re-schedule a meeting for the Committee.

**7F. Building and Grounds:** The Executive Director covered B&G in her Report stating that there have not been any emergencies. P. Browne noted that she and the Assistant Director have nearly completed the Disaster Plan and that all flammable materials have been removed from the Electrical Room.

**7G. Public Relations:** No Report, however, E. Walsh has agreed to Chair this Committee.

**7H. By-Laws:** Proposals to amend six sections of the By-Laws were distributed to review in anticipation of a July 11, 2016 Board Meeting vote. **See Attached Proposed Changes.**

**8) Old Business:** None

**9) New Business:** None

**10) Good and Welfare:** None

**11) Executive Session:**

**MOTION** made by S. Keltai and seconded by P. Browne to go into Executive Session at 10:30PM to discuss a personnel matter.

**MOTION** made by K. Demos and seconded by S. Keltai to make a salary adjustment for a management employee effective with payroll #15.

**UNANIMOUS**

**MOTION** made by P. Browne and seconded by D. Harris to close Executive Session at 10:42. **UNANIMOUS**

**12) Open Floor Discussion: None**

**13) Adjournment: MOTION** made by D. Harris and seconded by P. Browne to adjourn at 10:45PM. **UNANIMOUS**

**Respectfully Submitted,**

**Sandra Keltai**

**Next Monthly Meeting: Monday, July 11, 2016 at 8:00PM**

Monroe Free Library  
Executive Director's Report  
February 8, 2016

**Programs:**

In February, I volunteered to share my art of scrapbooking that began when I wanted to memorialize an 80<sup>th</sup> birthday party I threw for my mother 13 years ago. That project has become an exciting learning process that has allowed me learn about the many different mediums artists have available to them. It has also been a way to preserve for future generations the people and events that are meaningful to my family.

Babies and Walkers- There were 6 programs for this age group. We had 1 registered story time (which began the last week of January) and 5 sessions of Baby play time. There were 67 children at these sessions.

Preschoolers- We had 12 programs for this age group with story time one time a week and a Duplo play day once a week, and Little Kids Create (our fine motor skills program and Mommy and Me sign language.. There were 120 children attending the programs.

Grades K-5- There were 4 programs for this age group. They made pom pom animals for Kids create and the other three sessions were Homework help. There were 9 children for Kids Create. There were also 3 sessions of Homework help with 16 children attending those sessions.

Teens- There were 3 session of Homework help which the teens ran. There were 10 teens involved.

Teen Volunteers- There was 26 teen volunteers for this month.

OUTREACH- We did not have outreach this month.

Saturday Walk in story time- We had 1 sessions of story time with 28 in attendance.

Please note that there is a puzzle out for Black History Month in the teen room as well as the puzzle we have for adults at the front of the building.

Totals- Baby Programs- 6 with 67 kids  
Pre-school Programs-12 with 120 kids  
K-5 Program-4 with 25 kids  
Teens Program-3 with 10 teens.  
Volunteers- 26 teens

Help Desk Stats-  
Calls- 123  
Books-114  
Help-213  
Questions-268

Adult Programs: 1 Program

Book Discussion: 7 Attendees

**Miscellaneous:**

In the month of January, the following questions were answered at the adult reference desk; 1,313 reference, 821 computer, and 596 other. There were 52 e-books taken out.

There are still some Board members who have not filled out their Conflict of Interest forms. Please do so and get them to me so I can put them in the permanent record.

Advocacy Day in Albany is on Wednesday, March 2<sup>nd</sup>. Please contact me if you wish to be a part of this important opportunity to advocate for adequate state funding for our system. Our system provides so many essential functions that we could not hope to duplicate, making our library many times more effective than it would be should we be on our own. Imagine not having the ability to interlibrary loan material, or having to run an ILS (circ etc.) on our own. The costs would be astronomical. RCLS needs our help!

The New York State Annual report is due at RCLS on February 8<sup>th</sup>, which this year happens to fall on our Board meeting date. Either Joann, from our auditing firm, or myself will be putting that date into the required field of "assurance", so that the report can be uploaded. As you many remember from previous

years, this is the case for most libraries as the date of submission comes before most libraries' board meetings. I have sent you all a link and credentials to the report so you all can review prior with the opportunity to ask questions.

The reference staff is still very busy and still creating programs, bibliographies, and topics for the month for display. Rebecca has given notice that she will be leaving the end of the month so now the search for a new staff member begins.

### **Circulation Statistics:**

RHA (interloan requests filled) 2,537

Library Cards - 80

Barcoded items - 441

Total Circs: 11,515

Borrowed from: 2,304

Loan to: 2,771

### **New Business:**

Pending policies waiting for Board approval are the Materials Selection Policy and the WiFi policies.

For February, I am enclosing the Bulletin Board policy in your packets for a vote in March.

Please look in your packets for a "Save the Date" card from RCLS on Trustee Leadership. The presenter for this workshop is Robert Miss of Strategic Management Exchange. Buffet dinner will be served at 5:30pm with sessions starting at 6pm promptly. In Middletown, the date is April 13 at RCLS.

### **Building & Grounds**

We have been fortunate to have experience very little snow this year. Our first big storm brought some problems with the poor job that was done on our driveway, but it seems that we always have a problem with the first snowfall. Perhaps we will not have another, which will be a nice cost savings.

### **Grants**

I have written and delivered a grant to Greater Hudson Bank to purchase a new CD/DVD cleaner. They are processing the grant at this time.

We have filled out all the proper paperwork which allow us to receive the final portion of our state construction grant, however, the state is holding up all grant money currently, which is causing a delay in the receipt of our remaining portion. It is, however, a delay only and we will get the remaining portion eventually.

I have completed all of the steps regarding the Larkin grant that have now brought me to the next phase, which is a long process through DASNY. Frankly, I am shocked at the amount of time, information and problems that I have encountered with this process and it has been a much more difficult grant to work through than the state construction grant.