

**Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
November 14, 2016**

PRESENT

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. Arias – Bookkeeper
Other MFL Staff, members of the public including an Associate Trustee candidate

1) Pledge of Allegiance

Attendance

Call to Order: 8:03PM

Sign-up sheet for Public Comment

2) Disposition of September Minutes: (approved Minutes attached)

MOTION made by S. Keltai and seconded by B. Zerner to approve with corrections the minutes of the September 12, 2016 Board meeting.

UNANIMOUS

3) Public Comment: None

4) Director's Report: The Director highlighted her written reports for October and November, reviewed her September and October Financial Assets Charts, and read selected correspondences. **(Reports and Charts attached)**

MOTION made by P. Browne and seconded by D. Harris to hire Best Mechanical to service the 4 HVAC roof units. Cost is \$1800 per year, \$900 due upon each service. M. McIntosh will sign Proposal. **UNANIMOUS**

MOTION made by P. Browne and seconded by S. Keltai to hire TMH Landscaping to plow and shovel snow, using the recommended salt suggested by Architect Lisa Hayes. **UNANIMOUS**

MOTION made by P. Shanley and seconded by B. Zerner to donate \$50 to the Village of Monroe Art Scholarship Fund from non-taxpayer support

monies. **UNANIMOUS**

MOTION made by K. Demos and seconded by D. Harris to approve RCLS 2017 Operating Budget. **UNANIMOUS**

5) Bookkeeper's Report: Historical Net Worth and Cash Budget Reports, "Cost of Doing Business" Reports for September and October.

MOTION made by P. Browne and seconded by P. Shanley to approve, subject to audit, September and October's Historical Reports. **UNANIMOUS**

MOTION made by B. Zerner and seconded by D. Harris subject to approval by Paychex and staff agreement to add payroll period 27 (2 weeks) and payroll period 28 ending on 12/31/2016 (1 week). **UNANIMOUS**

MOTION made by P. Browne and seconded by S. Keltai to give a 1 week paycheck for week of payroll 1 for 2017, paying it in the second week of January, followed by the regularly scheduled biweekly payroll periods.
UNANIMOUS

6) Treasurer's (Finance Committee) Report:

MOTION made by D. Harris and seconded by P. Browne to ratify Executive Committee's consensus to approve the revised, 2016 MFL Budget.
UNANIMOUS

MOTION made by H. Nozari and seconded by K. Demos to use revised 2016 Budget for proposed budget for 2017. **UNANIMOUS**

7) Committee Reports:

7A) Executive Committee ("EC") Report / Read Correspondence:

(a) **MOTION** made by K. Demos and seconded by D. Harris to approve all payments / transfers over \$2,500 made in September and October, e.g.s., payroll, Amazon. **UNANIMOUS**

(b) **MOTION** made by P. Browne and seconded by K. Demos to enter into 2017 contract with Thomas Drogan law firm at 2016's hourly rates.
UNANIMOUS

(c) **MOTION** made by K. Demos and seconded by P. Shanley to ratify EC consensus for \$877.90/mo. health insurance premium contribution effective January 2017. **UNANIMOUS**

7B) Buildings and Grounds: The Executive Director ("ED") will look into installing a speed bump, signage and a flag pole in the places where people are either improperly parking in the driveway or using the driveway as a shortcut to get to Smithfield Court.

7C) Audit: The 2015 audit and the 2015 tax returns are finished/filed. As frequently discussed at Board meetings, the timing is conducive to interviewing new auditors every few years. The ED will poll other libraries in the RCLS for the contact information for their current auditors. M. Arias will try to schedule an exit interview with the present auditors.

MOTION made K. Demos and seconded by S. Keltai to ratify consensus to timely file CHAR500/990 for 2015 and to approve auditor's financial statement. **UNANIMOUS**

7D) Fundraising and Grants: A motion had been made and approved at the September Board meeting to continue the 2016 Annual Fund Drive utilizing a 'scrubbed list' of Town property owners or an internal email data base, after deleting any such owners/patrons providing their email addresses who may have already been on the pared down list of 2015 donors (approximately 153 donors) created by a former library employee. Apparently, this motion has not been acted upon thus far, but the ED will investigate. The ED will also secure a revised Annual Fund Drive Report.

7E) Library Operating:

MOTION made by D. Harris and seconded by B. Zerner to approve, with corrections, the Tutoring Policy. **UNANIMOUS (copy attached)**

MOTION made by K. Demos and seconded by P. Shanley to approve, with corrections, the No Smoking Policy. **UNANIMOUS (copy attached)**

MOTION made by P. Shanley and seconded by P. Browne to approve, with corrections, the User Behavior Policy. **UNANIMOUS (copy attached)**

Chair will email Trustees with potential dates/times to meet with ED at her convenience regarding the ED's 2016 annual evaluation.

7F) Long Range Planning: Long Range Planning Meetings are held on Friday afternoons. Another focus group is scheduled to take place in December. A written Committee report was distributed and discussed.

7G) Public Relations: No Report

7H) By-Laws: Although there was no Committee meeting held last month, there was an animated discussion about the interpretation of a sentence in Article III, Section 2 of the By-Laws.

7I) Nominating: P. Browne reported on the status of Associate Trustee candidates. P. Browne agreed to continue as Chair of this Committee for the 12 month period commencing in October, 2016.

8) Old Business: None

9) New Business: Monroe-Woodbury High School's Interact Club is having a spaghetti dinner fundraiser on November 17th at the high school. \$20 per family / \$5 per person.

UNO's/Rotary are again participating in 'Operation Warm': having a Doughraiser throughout the month of November to raise funds to buy new winter jackets for about local Monroe-Woodbury school children.

10) Good and Welfare: Congratulations to M. Arias whose daughter is getting married next weekend and Happy Birthday wishes to M. Duffy.

11) Open Floor Discussion: A prospective Associate Trustee candidate briefly commented on his experience tonight sitting through his first Board meeting.

12) Adjournment: Motion made by P. Browne and seconded by H. Nozari to adjourn 10:31PM. **UNANIMOUS**

Respectfully Submitted,
Sandra Keltai

**Our Next Regularly Scheduled Monthly
Board Meeting is
Monday, December 12, 2016 at 8:00PM**