

Board of Trustees  
**Monroe Free Library**  
**Minutes of Monthly Meeting**  
**September 12, 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. Duffy – Assistant Director  
M. Arias – Bookkeeper  
Other MFL Staff and members of the public

**1) Pledge of Allegiance**

**Attendance**

**Call to Order: 8:11PM**

**Sign-up sheet for Public Comment**

**2) Disposition of Minutes (Approved Minutes posted on Library's website)**

**MOTION** made by S. Keltai and seconded by P. Browne to approve the minutes of the August 8, 2016 Board meeting. **UNANIMOUS**

**MOTION** made by S. Keltai and seconded by P. Browne to approve the amended minutes of the June 29, 2016 Board meeting. **UNANIMOUS**

**MOTION** made by S. Keltai and seconded by P. Browne to approve the amended minutes of the June 9, 2016 Special Meeting. **UNANIMOUS**

**3) Bookkeeper's Report:** Historical and Snapshot Net Worth, Cash Budget and Cost of Doing Business Reports for August. M. Arias reported that the MFL looks very healthy now, financially.

**MOTION** made by P. Browne and seconded by P. Shanley to accept the Historical Net Worth and Cash Budget Reports, subject to audit and subject to corrections, for the month of August. **UNANIMOUS (Net Worth Report attached)**

**4) Director's Report:** The Director highlighted her written report for September and her Financial Assets Chart for August. **(Corrected Chart attached)**

**MOTION** made by K. Demos and seconded by H. Nozari to approve the 2015 Annual Report to the Community. **UNANIMOUS (Report attached)**

**MOTON** made by H. Nozari and seconded by P. Shanley to close the library at 1:45PM on Saturday, September 24, 2016, for the Firemen's Parade. **UNANIMOUS**

**5) Treasurer's Finance Committee Report:** The next joint Finance, Audit and Library Operating Committee meeting will be held on September 16, 2016 at 2016. Community volunteers and staff may participate in this meeting to go over the 2015-2017 audit/budget/proposed budget.

**6) Executive Committee Report:**

**MOTION** made by K. Demos and seconded by S. Keltai to ratify the Executive Committee (EC)'s consensus to approve all payments/transfers over \$2500 made in August. **UNANIMOUS**

The library is waiting for a promised quotation from Wolfe to service all of the HVAC units on the roof. The Director/Assistant Director were asked to get one or two more estimates and to clarify the estimate received from Best Mechanical.

**MOTION** made by K. Demos and seconded by S. Keltai to ratify the EC consensus to ask Thomas, Drogan law firm to overhaul MFL By-Laws.  
**In favor:** K. Demos, H. Nozari, P. Browne, B. Zerner, D. Harris and S. Keltai  
**Opposed:** P. Shanley **DEFEATED**

**MOTION** made by K. Demos and seconded by S. Keltai to ratify the EC consensus to continue the 2016 Annual Fund Drive utilizing a 'scrubbed list' of Town property owners, after deleting any such owners who may have already been on the pared down list of 2015 donors (approximately 153 donors) created by a former employee. **UNANIMOUS**

Notes from a combined meeting/conference call with RCLS and DLD (Division of Library Development) conducted in August, 2016 distributed.

**7) Committee Reports:**

**7A. Library Operating:** Board was scheduled to vote on 3 updated Policies – Tutoring, User Behavior and Unattended Children.

**MOTION** made by D. Harris and seconded by K. Demos to approve, with corrections, the User Behavior Policy.  
**In favor:** K. Demos, H. Nozari, B. Zerrner, D. Harris. P. Shanley and S. Keltai  
**Opposed:** P. Browne **DEFEATED**



**MOTION** made by P. Shanley and seconded by D. Harris to approve, with corrections, the Unattended Children Policy. **UNANIMOUS (Revised Policy attached)**

A vote on the Tutoring Policy and a re-vote on the User Behavior Policy were tabled until the entire Board could have more time to review the revised drafts.

**7B. Long Range Planning:** M. Duffy reported that the committee will be meeting on Friday mornings until the approved 2016-2020 Plan is submitted to RCLS/DLD. Copies of the 2009-2014 Plan were distributed, as was an invitation to participate in focus groups designed to aid in the creation of the new Plan. The committee has been working on a survey which can provide additional aid in creation of the new Plan.

**7C. Nominating:** P. Browne reported that she never got any paper work from a patron who said at the August Board meeting that she had submitted her resume/letter of interest in the past. There are no current applicants.

**7D. Buildings and Grounds:**

H. Nozari took pictures of the HVAC units on the roof.

P. Browne expressed her displeasure that as Chair of B&Gs she was not being contacted for any issues related to B&G and questioned as to whether or not she was still Chair of the Committee.

**7E. Audit:** B. Zerner reported that the library is awaiting the revised 2015 financial statements and tax returns from the auditors. There is an extension until November to file the 2015 tax returns. Copies of the filed tax returns must be submitted in order for the library to continue pursuing "the Larkin Grant".

**7F. By-Laws:** RCLS/DLD have requested copies of the By-Laws which appear on the library's website. Discussion on protocols to be followed for posting of revised/corrected By-Laws (and approved Minutes). President and/or Secretary to send Director separate emails reflecting what the Board would like to have posted/uploaded onto the website. Director will then draft the postings/uploads and send the drafts back to the Secretary and/or President for the Board's final review and approval.

**7G. Fundraising:** Covered under EC Report.

**7H. Grants:** Covered under Audit Report.

**7I. Public Relations:** Discussion of staff's Photo News submissions and 9/11 remembrance activities at the library.

**8) Executive Session:**

**MOTION** made at 10:10PM by K. Demos and seconded by P. Browne to go into Executive Session to discuss personnel issues. **UNANIMOUS**

**MOTION** made by at 10:43PM by S. Keltai and seconded by P. Browne to go back into public session. **UNANIMOUS**

**9) Old Business:** An August 18, 2016 email from P. Shanley re: a recent Committee on Open Government's Advisory Opinion confirmed a judicial precedent which had been discussed at the last Board meeting dealing with Association Libraries and FOIL/Open Meeting Law requirements for minutes and ballots.

**10) New Business: None**

**11) Good and Welfare: Operation Warm Coats.** The local Rotary is again partnering with UNO Chicago Grill to raise funds to purchase new winter jackets for needy students in the M-W School District. UNO Doughraiser coupons for use during the month of October were distributed.

B. Zerner stated that she would definitely not be able to attend any meeting in October due to her upcoming surgery.

**12) Open Floor Discussion and Public Comment.** An email which the Director received from the Town's special counsel concerning last year's Special Election and a letter from the Treasurer responding to public comments/questions at the last Board meeting were distributed.

**13) Adjournment: MOTION** made by B. Zerner and seconded by P. Browne to adjourn at 11:10PM. **UNANIMOUS**

**IF THERE WERE TO BE A QUORUM, THE NEXT REGULARLY SCHEDULED BOARD MEETING WOULD TAKE PLACE ON OCTOBER 17, 2016 AT 8:00 PM. IF THERE IS NO QUORUM ON OCTOBER 17, 2016, THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL TAKE PLACE ON NOVEMBER 14, 2016 AT 8:00 PM.**

Respectfully submitted,

Sandra Keltai, Recording Secretary



Monroe Free Library  
Executive Director's Report  
September 12, 2016

Programs:

The Artist of the Month for September is Jae Zee, whose paintings feature the Hudson Valley. Jae Zee grew up near the Hudson River where she developed a love for amphibians and animals. Working in acrylics and paints on canvas or wood, her work depicts the energy and wild spirit of the animals she has grown to love.

August was busier than usual this year. Our attendance went down in programming as it always does at this time of year but the traffic in the children's department has not slowed down! Summer Reading was a great success, bringing many happy children and parents into the library to share their reading choices and attend special programs.

Babies and Walkers- There were 7 programs for this age group. We had Dorey Houle teaching sign language which went over very well. There were 4 sessions of Baby Playtime. Our weekly mommy and me Storytime was packed for each session. We had Kurt Gallagher come and perform his wonderful music program under the tent. He had the children dancing and jumping around. Great fun! There were total of 66 children for these programs.

Preschoolers- We had 6 programs for this age group. There was a total of 48 children plus their parents attending these sessions.

Grades K-2- There were 5 story time/craft sessions for this age group. The kids painted ceramic owl banks, made and raced airplanes, had special turtle story times. They also attended Mad Science which was a huge success. They did experiments with dry ice and different chemical reactions. The teens enjoyed it as much as the young children. There were a total of 56 children at these programs.

Grades 3-5- There was 4 programs for this group. This age group enjoyed Mad Science and made more elaborate airplanes which they too painted and flew out side. Everyone enjoyed these programs very much. There were 51 kids attending the programs.

Read with a Teen- we had 6 sessions with 24 teens facilitating the sessions for 29 kids who read to the teens.

Teens- There was 3 activities for teens this month. They played different board games brought in by one of our teen's parents. They made squishy smileys which was their favorite activity this summer. They filled balloons with a flour mixture and gave those faces and hair and turned them into stress balls. They had such a great time. Gia really is finding great activities for this group. Battle of the books in-house session went very well. We had pizza and our ten teens battled it out. We are having a cram session the Thursday night before the battle on Sept. 10<sup>th</sup>. We have a very good chance at placing this year!

Teen Volunteers- There was 156 teen volunteers for August.

Family Events- We had our weekly family movie, one was in Spanish. We served popcorn and the families enjoyed a chance to be cool. Our big program for the summer was a concert by Turtle Dance Music under the tent for special needs children and main stream kids. He really rocked the joint and all the people attending loved it. There were 72 people attending the show. Our ending party with Blueberry Mountain Ice-cream was successful despite the oppressive heat. There were over 80 people here and the children got their sundaes and ending goody bags and were able to choose several books for themselves from donations that we have been saving. I'm proud to report that it was a great summer! Thanks to the staff for putting up with all the added volume!

Totals- Baby Programs- 7 with 66 kids

Pre-school Programs-6 with 48 kids

K-2 Program-5 with 56 kids

Grades3-5- 4 with 51

Teens Program-3 with 48 teens.

Read with a Teen-6 sessions -24 teens and 29 children

Volunteers- 156 teens

Help Desk Stats-

Calls- 178 Books-52 Help-147 Questions-312



Adult Programs:

Not available at the time of this report.

Miscellaneous:

In the month of August, the following questions were answered at the adult reference desk; ? computer ?, and ? other. There were ? e-books. Not available at the time of this report.

The RCLS Board has approved its 2017 Operating Budget, which now needs to be voted on by member library Boards. The budget hearing date in Orange County is Wednesday, September 28 for 6-7:30pm at the RCLS headquarters. Deadline for registration is September 26. Please let me know if you wish to register as I can do that for you. I will include the cover letter and related material regarding this matter in your packets.

As you all know, MFL had a man who exposed himself in the library. Swift action on the part of staffer Gail Edmonds led to his arrest. The incident was reported in the Photo News.

The 2015 Annual Report to the public is complete and waiting for Board approval so it can be distributed to the public.

On September 24, 2016 the Village is holding a Fireman's Parade from 12pm to 6pm. There is also a 5 K run in the morning. I called the police department and determined that no one will be able to access the library after 2pm. Lieutenant Conklin suggested that the library close for the day by 2pm.

Circulation Statistics:

RHA (interloan requests filled) 2,252

Library Cards - 111

Barcoded items - 631

Total Circs: 13,260

Borrowed from 2,371

Loan to: 3,257

New Business:

None

### Building & Grounds

There have been multiple problems with our front door. The handicap function keeps tripping and the fix is very tricky. Alex and I worked on a solution and I even called the company that makes the device that controls the door. If this continues to be a problem, I will come back to the Board with a solution that will involve a physical change to the door. I'm hoping not to have to do that. In addition, the handle on the door broke completely and is in the process of being fixed.

### Grants

I have written a grant to Greater Hudson bank to request funding for Turtle Dance Music, a program for children on the autism spectrum. The program has been very successful and we would like to add more sessions for a longer period of time. To date I have not heard whether or not we will be receiving any money.

All paperwork has been submitted for the Larkin grant. In addition all requirements have been met. We are now awaiting the release of the funding. I have called DASNY three times without a call back. As a result, I have reached out to a contact I have developed there and he is working with me to determine the status of when the funds will be released. As soon as I hear anything, I will let you all know.



Monroe Free Library  
 Net Worth Report  
 As of August 31, 2016

	Aug 31, 16	Jul 31, 16	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
1006 · 0540 Greater Hud .6/3 MM	622,552.76	862,290.65	-239,737.89
1007 · 0741 Greater Hudson Checking	67,854.97	32,584.47	35,270.50
1008 · 5160 Greater-Hudson MM .75	114,378.89	0.00	114,378.89
1052 · 7513-Hometown MM .25	131,792.61	139,308.38	-7,515.77
1053 · 8851-Hometown-Mortgage flow thr	0.00	4,378.89	-4,378.89
1107 · 5412 Trustco - Payroll Chck .05	37,568.46	22,264.39	15,304.07
1108 · Hud Heritage Fed Cr 7M 3/16 .75	201,249.10	201,249.10	0.00
1108A · Hud Heritage Fed Cr	5.00	5.00	0.00
Total Checking/Savings	1,175,401.79	1,262,080.88	-86,679.09
<b>Other Current Assets</b>			
1201 · Other Accounts Receivable	1,743.00	1,743.00	0.00
1250 · Grants Received as of 12/2015	31,201.14	31,201.14	0.00
Total Other Current Assets	32,944.14	32,944.14	0.00
Total Current Assets	1,208,345.93	1,295,025.02	-86,679.09
<b>Fixed Assets</b>			
1500 · Building as of 12/31/06	729,699.00	729,699.00	0.00
1510 · Circulating Bk Coll 12/31/15	503,959.20	503,959.20	0.00
1520 · Furniture & Fixt 12/31/15	332,844.21	332,844.21	0.00
1530 · Land as of 12/31/06	148,925.00	148,925.00	0.00
1541 · Accum Depreciation 12/31/15	-831,368.05	-831,368.05	0.00
1575 · Construction as of 12/31/15	1,793,166.69	1,793,166.69	0.00
1580 · Cost Closing	29,504.00	29,504.00	0.00
Total Fixed Assets	2,706,730.05	2,706,730.05	0.00
<b>Other Assets</b>			
Investment			
1605 · Legg Mason - Clearbridge	9,481.93	9,492.02	-10.09
Total Investment	9,481.93	9,492.02	-10.09
<b>Total Other Assets</b>			
1620 · Tricontinental Corp	2,448.72	2,439.60	9.12
1621 · Columbia Management 0001	2,899.80	2,889.00	10.80
1622 · Columbia Management 1831	5,348.52	5,328.60	19.92
Total 1620 · Tricontinental Corp	14,830.45	14,820.62	9.83
<b>TOTAL ASSETS</b>	<b>3,929,906.43</b>	<b>4,016,575.69</b>	<b>-86,669.26</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			

**Monroe Free Library  
 Net Worth Report  
 As of October 31, 2016**

	Oct 31, 16	Sep 30, 16	\$ Change
2100 - Accrued Payroll	28,815.87	28,815.87	0.00
Total Other Current Liabilities	28,815.87	28,815.87	0.00
Total Current Liabilities	28,815.87	28,815.87	0.00
Long Term Liabilities			
2150 - Compensated absences payable	46,763.20	46,763.20	0.00
2500 - Mortgage Payable	839,973.15	844,177.68	-4,204.53
Total Long Term Liabilities	886,736.35	890,940.88	-4,204.53
Total Liabilities	915,552.22	919,756.75	-4,204.53
Equity			
3900 - Retained Earnings	2,505,207.15	2,505,207.15	0.00
Net Income	302,889.88	399,043.34	-96,153.46
Total Equity	2,808,097.03	2,904,250.49	-96,153.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,723,649.25</b>	<b>3,824,007.24</b>	<b>-100,357.99</b>



Monroe Free Library  
Financial Assets -8/31/16 revised 11/29/16

Bank or Institution	Account #	Term/ #Shares	Rate/Price per share	Amount	Due Date	Account Type	Comments
Homertown	5160	NA	0.75	\$114,378.89	NA	Capital MM	This new account is a combination of the \$110,000 allocated in the building fund( taken out of 540), and the \$4,378.89 which came from closing Homertown account 8851.
Homertown	8851	NA	NA	\$0.00	NA	Capital checking	Closed and deposited into 5160.
Homertown	7513	NA	0.25	\$131,792.61	NA	Operating MM	This account is a requirement of the mortgage.
Greater Hudson Bank	741	NA	NA	\$78,504.98	NA	Operating checking	The 10,650.01 difference is due to 21 uncleared items.
Greater Hudson Bank	540	NA	0.6 (.3 after the first \$250,000)	\$622,552.76	NA	MM	41% is the current blended rate. \$110,000 was removed and deposited into 5160.
Trustco Bank	5412	NA	0.05	\$62,036.15	NA	Operating	The \$24,467.69 difference is due to a \$4,500 deposit and a \$28,967.69 payroll not included in the statement.
Hudson Heritage Federal Credit Union	5453	1 year	0.65	\$201,249.10	3/19/2017	Operating CD	This account is paying interest.
Hudson Heritage Federal Credit Union	5453	NA	NA	\$5.00	NA	Operating CD	This amount is necessary to hold the account open. This amount should be left in the FCU even when the larger amount is completely withdrawn.
Subtotal(op+cap)				\$1,210,519.49			Temporarily in the Net Worth report, there is a journal entry showing \$31,201.14 GL 1250 called grants received. This is grant money expected in 2015 and received in 2016 that has been deposited in account 540.
Fixed Assets	NA	NA	NA	\$2,706,730.05	NA		Ex. Building, Land, Shelving. *This number was changed to reflect the figure for Fixed Assets on the Net Worth Report.
Legg Mason Clearbridge(LCMMX)	5156	252,246	\$37.59	\$9,481.93	NA	Investment	
Tricontinental Corp.(TY)	0001	114	\$21.48	\$2,448.72	NA	Investment	
Tricontinental Corp.(TY)	1831	135	\$21.48	\$2,899.80	NA	Investment	
Subtotal (Investments)				\$14,830.45			
			Total amount:	\$3,932,079.99			

Capital  
Operating  
Fixed Assets  
Investments



# ANNUAL REPORT

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# MONROE FREE LIBRARY



# 2015



2015 represented a high-water mark for Monroe Free Library: a year of cavalcade and celebration. When the sun came up on New Year's Day, we were still in our temporary lodgings on Orange Turnpike. But it was just a few short months later that I stood with the mayor, our Board of Trustees, and a crowd of well-wishers as we cut the ribbon on our beautiful, expanded space - bigger and better, for the first time in a generation.

I'm writing these words a year later and the excitement has barely faded. Even as we've gotten down to our daily business of moving materials in and out, people still come in for their first visits and congratulate us on our dazzling new digs.

Our reorganized space led us to a lot of "firsts." We've never before had public spaces that can be freely reserved, and this is clearly something you were waiting for. Every day, these work spaces are reserved, by study groups, book discussions, test proctors, all kinds of people who need a space with a door they can close.

Speaking of spaces with doors, I have loved watching the activities that Catina and Melissa have been able to organize in our dedicated programming room. And have you seen the Artists of the Month whose work is featured in our indoor gallery?

It's like growing up, in a way. For years, our crowded, aging building wasn't as beautiful as the services we were providing to our patrons. Now that our superb exterior is a match for our outstanding content, every day is a day that I'm grateful and proud.

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But we never stop moving forward! As I write this, we've just added two public computer terminals to keep up with surging demand. We're rolling out the photo identification that adds a layer of security to our cardholders' experience. And we're using our expanded space to install a Spanish-language circulating collection for the first time.

This year has been the most exciting time since I've been a part of this library. Still, though, I know there's only one thing with more surprises and good news than yesterday brought - and that's tomorrow.

*Marilyn McIntosh  
Executive Director  
March 22, 2016*







## BY THE NUMBERS

*Adult books:* 30,840  
*Children's books:* 19,123  
*Video recordings:* 8,484  
*Audio recordings:* 10,319  
*Electronic materials:* 147,127

*Total items circulated (adult):* 89,244  
*Total items circulated (children's):* 47,488  
*Reference transactions:* 43,318  
*Inter-library loan materials received:* 24,143  
*Inter-library loan materials provided:* 21,768

*Wi-fi sessions:* 12,636  
*Public terminal sessions:* 11,760  
*Visits to monroefreelibrary.org:* 34,777

*Bookings of our public rooms:* 339

*Number of library cardholders:* 9,678  
*Number of library visits:* 188,065

*Programs for children:* 196  
*attendance:* 2,552  
*Programs for adults:* 24  
*attendance:* 554  
*Programs for teens:* 34  
*attendance:* 636



# BUDGET

Building fund	110,000
Salaries	661,287
Audiovisual collection	33,000
Professional fees	40,000
Automation	53,000
Books & e-books	55,000
Buildings & grounds	53,223
Employee benefits	136,103
RCLS membership	5,000
Insurance	21,000
Library supplies	15,500
Library equipment	10,000
Other expenses	5,000
Payroll expenses	8,000
Photocopiers	10,000
Professional & educational	3,000
Adult programming	4,000
Children's programming	7,000
Teen programming	3,000
Publicity	7,500
Telephone	7,500
Payroll taxes	66,129
Utilities	32,000

### ***Our mission statement:***

The Monroe Free Library aims to provide, to the residents of the Town of Monroe, in a responsive and proficient manner, open, timely, and equal access to information and ideas for every level of interest and ability from a variety of perspectives and formats.

The mission of the library is to provide a commons environment addressing the need of people to meet and interact with others in the community, to provide access to current topics and titles, fulfilling the desire for satisfying recreational experiences as well as providing information about popular cultural and social trends, and to ensure access to information literacy, helping to address the need to provide skills related to finding, evaluating, and using information effectively.

44 Millpond Parkway • Monroe, NY 10950  
 (845) 783-4411  
 monroefreelibrary.org

# PERSONNEL

## Board of Trustees

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President	Kathy A. Demos
Vice President	Hormoz Nozari
Treasurer	Charles Pakula
Recording Secretary	Sandra Keltai
Corresponding Secretary	Barbara Zerner
	Paulette Browne
	Denise Harris
	Alan Leventhal
	Terry Schommer
	Patricia C. Shanley
Associate Trustees	Elizabeth Dougherty

## Staff

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Executive Director	Marilyn J. McIntosh
Assistant Director	Mary Duffy
Head of Circulation, Automation, & Technical Services	Carol A. Bezkorowajny
Head of Reference	Catina Strauss
Head of Children's	Melissa Quarles
Head of PR & IT	Ian Murphy
Children's Assistant	Diane Barone
Teen & YA Services	Stephanie Grattan
Children's Services	Joy Hyman
Principal Clerk	Melanie Turner
Circulation Clerk	Marie Arnstein
Technical Services	Cora Collella
Page / Circulation Clerk	Angela Farrugia
Overdue Clerk	Roberta Manzella
Circulation Clerk	Mary Marina
Inter-Library Loan Clerk	Joanne Movrich
Head Reference Clerk	Susan Dwyer-Johnson
Reference Clerk	Gail Edmonds
Reference Clerk	Sara Johnson
Reference Clerk	Rebecca Ross
Maintenance	Rocco Randazzo

Monroe Free Library

UNATTENDED CHILDREN POLICY

(approved 4/13/98)

(revised 5/11/09)

(updated 9/12/16)

**Philosophy:**

The Monroe Free Library strives to provide and maintain a safe environment for all patrons. It is with this goal in mind that the following policy in regard to unattended children is instituted.

For reasons of safety and well-being of young children, the following rules will be followed:

1. Parents\* of children under 18 are responsible for the behavior of their children.
2. Parents are responsible and are expected to be aware of the Library's hours of operation and to pick up their children prior to closing.
3. All children 8 years old or younger must at all times be attended and supervised by a parent\*.

**Further:**

If it is determined that a parent is needed to remove a disruptive child or pick a child up for any reason, and the parent cannot be reached or located within 30 minutes, library staff may call the police or child protective services. A staff member will remain with the child until the authorities arrive.

Under no circumstances may a staff member drive a child home.

\*includes parents, guardians, caregivers, 18 years or older.