

APPROVED
Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
August 14, 2017

Present:

Patricia Shanley-President
Charles LeViseur-Vice President
Ann Marie Buckley-Recording Secretary
Diane LeViseur- Corresponding Secretary

Trustees:

Donna Deming
Theresa Schommer
Jack Adkins
Barbara Zerner
Denise Harris
Elizabeth Walsh (arrived 8:54)

Absent: Casey Auerbach

Also present:

Marilyn McIntosh- Exec Director
Mary Duffy- Ass't Director
Grace Riario-RCLS
Members of MFL Staff
Members of the Public

1. Call to Order at 8:04pm by Pat Shanley. A quorum was present
2. Pledge of Allegiance
3. MOTION made by D. LeViseur, 2nd J. Adkins to amend Agenda for Kenneth Hoyt to present Eagle Scout project of MFL Flag pole installation. MOTION APPROVED Unanimously
4. Public Comments
K. Demos asked for a form; asked about July meeting video; asked about stipend.
H. Nozari asked about July meeting video; made threats to P. Shanley; asked about insurance resolution.
5. Disposition of the Minutes-
MOTION made by B. Zerner, 2nd by AM Buckley to approve July meeting minutes subject to changes. 7 approved, D Harris abstained, C. LeViseur opposed. MOTION PASSED

Interruption of Meeting due to H. Nozari threats to P. Shanley

6. Kenneth Hoyt presented Eagle Scout project. MOTION by D. Harris, 2nd B. Zerner to approve Eagle Scout project of flag pole installation as presented. MOTION PASSED Unanimously
7. Correspondence-Highlights include: V. LaSalle letter regarding Town of Monroe Board and repayment in kind; Thank you from YMCA; \$50 donation from Patron as a thank you for securing her left behind purse; \$45 check from Field Goods for allowing them to use MFL as a pick up site for their produce.
8. Directors Report- Highlights include: Solar Eclipse program on 8/21; Gail Edmonds resignation due to work schedule conflicts and hiring of her replacement; Maria

Arias resignation and hiring of her replacement; 90% of LLSA grant received; Larkin Grant paperwork mailed; Creation of Vendor/Technician Log; RCLS Highlights Brochure.

9. Treasurer's Report- MOTION by T. Schommer, 2nd D. Deming to accept the recommendation of C. Auerbach to table the acceptance of the monthly Financial Reports until next regular Board Meeting due to his absence. MOTION PASSED Unanimously
10. Finance Report
 - a. Meeting with Steve Hoefer, RCLS, to establish best practices
 - b. Thank you to Maria Arias for her past service
 - c. B. Zerner asked if a binder can be created with all Motions passed for end of year review.
11. Committee Reports
 - a. Nominating- N/A
 - b. Building & Grounds-
 - i. HVAC unit replaced by WK Mechanical
 - ii. Issues with condensation and gas pipes. Verticon was GC so they will handle coordination of repairs, cost to estimate between \$1200-\$2400, not including roof repairs
 - c. By-Laws
 - i. MOTION by T. Schommer, 2nd D. LeViseur, to revise Article III Section 1 Trustees to read "The Board of Trustees of the Monroe Free Library shall consist of eleven people, based on the following repeating election cycle schedule: Four (4) elected the first year of elections, Four (4) elected the second year of elections, Three (3) elected the third year of elections, by vote of the Trustees of the Monroe Free Library at the annual meeting to be held on the second Monday of January each calendar year. To be eligible to serve on the Board of Trustees, you must be a resident of the Town of Monroe, possess a valid Monroe Free Library borrower's card, and be of legal voting age." 9 approved, L. Walsh abstained. MOTION PASSED
 - ii. MOTION by B. Zerner, 2nd D. Harris, revision to Article III, Section 5 Removal of Trustees to read "A Trustee who misses three (3) consecutive Board meetings in any calendar year shall be subject to removal." MOTION PASSED Unanimously
 - iii. MOTION by B. Zerner, 2nd T. Schommer, to revise Article VII Meetings, Section 2 Regular Meetings to read: "The order of business at all regular meetings of the Board shall be as follows:
Call to Order and Pledge of Allegiance
Adoption of Agenda
Disposition of Minutes of Previous Meeting Communications
Public Comment (limited to three (3) minutes)
Report of Director
Report of Treasurer

Reports of Standing Committees and Friends

Organization Reports of Special Committees

Old Business

New Business

Good and Welfare

Call for Adjournment” MOTION PASSED Unanimously

d. Fund Raising-

- i. 9/24/17, 2-4pm, Young Musician performance and Bake sale with proceeds going to MFL. Event to be created on Facebook by Alex.
- ii. 9/16/17 Yard Sale
- iii. Petition signatures reached the needed goal

e. Grants-N/A

f. Library Operating

- i. Recommendation to accept Public Relations Policy. MOTION by D. Harris, 2nd D. Deming to accept Public Relations Policy. MOTION PASSED Unanimously
- ii. Community Room Policy revision to be circulated to Board with User Behavior and Tutoring Policy referenced. To be addressed at next Board meeting.

g. Public Relations

- i. Working on press releases for upcoming Young Musician performance
- ii. Trustee picture and bios will be on the MFL website with a Meet the Board article/press release to the Photo News

h. Long Range Planning- N/A

12. Unfinished and On Going Business- N/A

13. New and Miscellaneous-

- i. The Finance and Library Operating Committee’s will begin discussions regarding the upcoming Union contract
- ii. The video camera has a technical problem, may be the battery. We may need a policy on filming the Board meetings, including analyzing the web traffic

14. Good and Welfare-

- i. Congratulations to M. McIntosh’s son for his recent marriage!
- ii. Congratulations to B. Zerner on becoming a Grandma!

MOTION by C. LeViseur, 2nd D. Harris to adjourn the meeting at 9:59pm. MOTION PASSED Unanimously