

**Board of Trustees  
Monroe Free Library**

**Minutes of Monthly Meeting  
April 13, 2015**

**Present**

K. Demos –President  
S. Keltai – R. Secretary ①  
B. Zerner – C. Secretary  
C. Pakula - Treasurer  
P. Browne ①  
P. Shanley  
T. Schommer  
A. Leventhal

**Absent / Excused**

H. Nozari – Vice President  
D. Harris  
  
M. McIntosh - Library Director

**Also Present**

M. Duffy – Library Assistant Director  
M. Arias – Bookkeeper  
D. LeViseur – Friends’ President (Guest Speaker)  
G. Townsend and S Kalmus – Marshall & Sterling (Guest Speakers)  
J. Hyman  
M. Quarles  
A. Pflieger  
T. Thompson  
J. Southwick  
G. Goetz

**Call to Order**

President K. Demos called the meeting to order at 8:01 p.m.

**Public Comment**

None

**Disposition of Minutes**

*Motion to approve the minutes of the March 9, 2015 Board Meeting*

*Motion made by: P. Browne*

*Seconded by: S. Keltai*

*Ayes: 7*

*Nays:*

*Abstain: 1 (P. Shanley)*

## Correspondence

MFL received a Thank You Note from the Bollenbach Family

## Guest Speaker D. LeViseur, President of The Friends

- Expressed health and safety concerns regarding the availability of The Book Garden for the 2015 season. (C. Pakula mentioned a bid received from Hollenbaeck & Daily to repair the roof. P. Browne shared bids received in 2012 from B&B construction for both remediation and for demolishing the building)
- Talked about upcoming Activities and Events being planned by the Friends ( including, but not limited to sponsoring a Jazz Concert on the Lawn, a Bake Sale in conjunction with Joanne's Annual Yard Sale,)
- Offered volunteer support by members of the Friends ( K. Demos brought up the concept / suggestion to consider having a member of the Friends dedicated to serving as an interim Mentor ( "Teen Supervisor" ) for the evenings of Tuesdays/Wednesdays and Fridays until MFL is able to re-establish the staff position.
- The Friends are looking forward to resuming their unconditional financial support for MFL.

## Guest Speakers G. Townsend and S. Kalmus of Marshall & Sterling Insurance

- S. Kalmus presented and explained the insurance protection coverage currently included in MFL's insurance policies following the recent expansion ( and changes following last year's temporary additions for construction and rental related coverage)
  - Reviewed lines of coverage, such as Director and Officers, Worker's Compensation, Property, Riders etc.
  - C. Pakula asked about MFL coverage for events such as a 5K Run.
  - There was a discussion about the Book Garden's roof issue (A. Leventhal gave G. Townsend photos of damages from multiple leaks.)
- S. Kalmus and G. Townsend led an interactive discussion regarding added liability insurance and umbrella policies, etc) S. Kalmus will work out and submit rates for Umbrella Policies.

Due to the facts that the length of the Board Meeting Agenda will result in a late meeting, and that two Trustees cannot remain for the entire meeting, the Board President addressed important issues that required votes to be taken:

## VOTES (as listed on Agenda)

### **(1) Annual Report**

*Motion To give RCLS Assurance 12.42, that MFL operated under it's Plan of Service in accordance with the Provisions of Education Law and the Regulation of the Commissioner, and accepted the "Annual Report" for 2014 as presented tonight April 13, 2015.*

*by: P. Shanley*

*Seconded by: C. Pakula*

*Ayes: 7*

*Nays:*

*Abstain: 1 (A. Leventhal)*

**(2) New Retainer for Labor Lawyer**

*Motion To accept the new retainer submitted by Thomas, Drohan, Waxman, Petigro, & Mayle, LLP*  
*by: A. Leventhal Secoded by: C. Pakula*

*Ayes: Unanimous*

*Nays:*

*Abstain:*

**(3) New Server**

The Board discussed I. Murphy's request for a new server....( explaining that the "Filemaker" program is at full capacity and staff is unable to continue with any of the benefits it provides to seamlessly interact functions /use of different departments.) Research has been performed, and bids have been submitted.

*Motion To authorize the purchase of a new server, not to exceed \$2,250.00.*

*by: K. Demos Secoded by: P. Shanley*

*Ayes: 6*

*Nays:*

*Abstain: 2 (C. Pakula and P. Browne)*

**(4) Pure Telecom's Service / Maintenance Contract**

Following a lengthily discussion, It was decided that the Board wanted to research further, and find additional possibilities. Therefore, the vote was tabled.

**(5) Window Blinds**

The Board discussed the proposal submitted, and noted that there should be further research done. One of the suggestions was to find a company that ships from this area, rather than pay over \$500. just for shipping. Therefore, the vote was tabled.

**(6) Hiring an Engineer for 40 Mill Pond Parkway**

The Board decided to put a hold on the decision. The Building and Grounds Committee will put out an RFP to get bids. Therefore the vote was tabled.

**(7) Verticon's Change Order #4**

*Motion made to accept Verticon's Change Order #4 which was ultimately reduced to \$6,464.96 (as per the calculations and details provided by MFL's Architect)*

*by: B. Zerner Secoded by: P. Browne*

*Ayes: Unanimous*

*Nays:*

*Abstain:*

**(8) Verticon's Payment Application #11**

*Motion made to accept MFL's Architect's recommendation to approve Verticon's Payment Application #11*

*for \$51,783.78.*

*by: P. Shanley*

*Seconded by: S. Keltai*

*Ayes: 6*

*Nays: 2 (A. Leventhal and P. Browne)*

*Abstain:*

**(9) Edward Jones (Financial Advisor) Proposal**

C. Pakula advised the Board of a meeting he had with a representative from Edward Jones Financial Advisor and Library Director, M. McIntosh regarding a proposal to move MFL's long term investments. Following a discussion, which included employee's dissatisfaction with the investments they hold individually in their IRAs, the Board tabled the vote.

It was further decided that the Board will invite, the representative from Edward Jones and a representative from Merrill Lynch (Michael Bausk) to come to the May Board Meeting.

**(10) Tabling of January – March 2015 Historical Reports**

*Motion made to table the Historical Financial Reports for January – March 2015.*

*by: K. Demos*

*Seconded by: A. Leventhal*

*Ayes: Unanimous*

*Nays:*

*Abstain:*

**① S. Keltai left the Meeting @ 9:30 PM**

**(11) NAS Security Contract**

*Motion made to sign the NAS Security Contract with revisions*

*by: P. Shanley*

*Seconded by: T. Schommer*

*Ayes: 6*

*Nays: 1 (P. Browne)*

*Abstain:*

**(12) 2015 Soft Cost Budget**

*Based on numbers from March 23, 2015, totaling \$383,085.83 in Sterling and Hometown Bank Accounts,*

*a Motion was made to accept the Soft Cost Budget for 2015 as presented.*

*by: K. Demos*

*Seconded by: C. Pakula*

*Ayes: Unanimous*

*Nays:*

*Abstain:*

### **(13) Additional Shelving**

It was decided to table this request for the moment.

### **Director's Report**

M. Duffy presented the Report on behalf M.McIntosh due to her absence:

- Successful Welcome Back party
- Approved expense for party came in under budget ( A Big Thank You to S. Keltai for donating and baking all the delicious desserts!!)
- Community is enthusiastic and the library has been busy ever since.
- B. Zerner asked about NATIONAL LIBRARY WEEK...What MFL offered in special programs and if there was any publicity in the Community. M. Quarles and M. Duffy said there were regular programs planned for the week, but no Special Events. K. Demos referenced an article authored by R. Hubsher (RCLS) publicizing National Library Week and telling patrons to check out their neighborhood libraries for Special Events.
- M. McIntosh asked the Board to review the proposal from Pure Telecom for a Maintenance Agreement.
- Estimate received for Window Blinds.
- Proposal submitted by M. Quarles for a Teen Employee (Supervisor of Teens). A discussion followed. The Board is aware of the importance of this position. As much as the Board would like to agree to / approve hiring a new staff person to fill this position, it must be discussed with the Labor Lawyer. MFL is still in negotiations with the Labor Union. There are many unknowns.
- Proposal submitted by I. Murphy for the purchase of a new server.
- Closing Account 4450 at Sterling Bank.
- Issues with the Book Garden Building.
- Building & Grounds – list of details (punch list) submitted to Verticon of items to be attended to before completion of construction is confirmed.
- Reminder to the Trustees that everyone is welcome to contribute to the MFL Newsletter.
- M. Arias presented the Financial Chart on behalf of the Director due to her absence. Following the confusion of two different charts (reason being there was a retraction and revision of this month's chart ) the Board requested that M. McIntosh *mark REVISED and date* any Financial Charts going forward.

There was discussion around the table regarding payment of bills. The Board decided that the bookkeeper should be the person writing out the checks and processing the payroll. This will permit the Assistant Director to reduce her clerical functions and provide for increased professional responsibility.

### **Treasurer's Report**

Treasurer (C. Pakula) to give the simplified report. The Report was tabled for this month.

M. Arias was asked to prepare a List of Recurring Expenses, so there is a smoother flow of basic ongoing accounts payable.

## **COMMITTEE REPORTS**

### **Executive Committee**

See attached summary.

### **Steering Committee/Building & Grounds Committee**

President K. Demos announced there will be a Steering Committee Meeting on Thursday, April 16<sup>th</sup> at the library.

### **Audit Committee**

K. Demos presented.

The Auditor was directed to request an extension for filing of MFL taxes.

### **By Laws Committee**

Committee will be meeting Thursday, April 16<sup>th</sup> at 1:30 PM at Jake's Wayback.

**❗ P. Browne left at 10:30 PM**

The Board Meeting was reverted to a Steering Committee Meeting as there was no longer a Quorum.

### **Finance Committee**

C. Pakula informed the Board of a meeting he and M. McIntosh had with J. Schaefer of Edward Jones (Finance Advisor) regarding MFL's Investment Portfolio.

The Board requested that we invite J. Schaefer to the May Board Meeting to explain his proposals to the full Board.

At the same time M. Duffy (and Staff members M. Quarles and J. Hyman) informed the Board of the poor returns they have been getting in their 401K plans. They are very unhappy with their current representative from Merrill Lynch.

K. Demos suggested that we invite a different Merrill Lynch representative to come to the May Board Meeting with the intention that both financial advisors present and explain what they can offer.

### **Fund Raising Committee/ Grants Committee**

HVAC grant: P. Shanley is researching and collecting documents to be submitted.

**Nominating Committee**

No Report

**Library Operating Committee / Long Range Planning Committee**

A. Leventhal presented.

It is crucial to prepare a new updated clear and concise LONG RANGE PLAN. R. Hubsher of RCLS has offered to help prep our Board on details. We must set up a meeting.

**Public Relations Committee**

No report

**Old Business**

None

**New Business**

Tabled changing the date for the September 2015 meeting due to Rosh Hashanah.

**Good & Welfare**

Happy to have S. Keltai back after her surgery.

P. Browne scheduled to have knee surgery on Friday. Sending Good Wishes!!!

**Open Floor Discussions**

M. Duffy informed the Board that there is a patron who intentionally messed with the Restroom plumbing.

*Motion to adjourn by: T. Schommer                      Seconded by: B. Zerner*

*Meeting adjourned at 11:30 p.m.*

Respectfully,  
Barbara Zerner

**Next scheduled Board Meeting will be on Monday, May 11, 2015 at 8 PM**