

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
February 16, 2015

Present

Officers:

Kathy Demos - President
Hormoz Nozari - Vice President
Sandra Keltai - Recording Secretary
Barbara Zerner- Corresponding Secretary

Trustees:

Terry Schommer
Al Leventhal
Denise Harris

Excused Trustees:

Paulette Browne
Charlie Pakula
Pat Shanley

Also present:

Marilyn McIntosh - Executive Director
Mary Duffy – Assistant Director

1) **Pledge**

2) **Meeting Called to Order at 8:05**

3) **Public Comment:** None

4) **Disposition of Minutes.....January 15, 2014**

Motion to accept minutes with amendments made by K. Demos. Seconded by A. Leventhal. Unanimous.

5) **Correspondence:**

a) A letter was received from Carol Bezkorowajny thanking Sandra Keltai for her service as President of the Board of Trustees for the past two years.

b) A letter was received from Melanie Turner and Carol Bezkorowajny regarding the selling of the Discount Cards.

c) A donation was received in memory of Albert Paul Borner, III. A note of acknowledgement was sent to his wife, Patricia Boner.

d) A congratulations card was sent to Joanne Movrich recognizing her 35 years of service to the MFL.

e) A sympathy card was sent to Trustee Terry Schommer on the passing of her mother.

f) A thank you letter was sent to Trustee Denise Harris for the donation of office furniture from her company to the MFL.

Corresponding Secretary, B. Zerner urged the Board to consider purchasing MFL note cards for correspondence rather than using commercial greeting

cards.

- 6) **Executive Session:** Motion made by K. Demos to go into Executive Session. Seconded by S. Keltai. Unanimous.

MOTION made by K. Demos to rescind the 2014 motion regarding employer contribution to management staffs' health insurance premiums and to replace with employer contributions, effective April 1, 2015, of \$713.50 toward each employee's monthly health insurance premium for the type of plan they select. Seconded by B. Zerner. In favor: K. Demos, B. Zerner, A. Leventhal, H. Nozari, D. Harris and S. Keltai. Abstained: T. Schommer.

MOTION made by A. Leventhal to ratify the EC consensuses listed in the EC Report (17 items + 2 additional, new items: payment of \$14,420.50 to NAS for completion of their work and hiring Anthony's Home Improvement for snow removal through 5/1/15). Seconded by K. Demos. Unanimous.

MOTION made by K. Demos to approve parameters for Union negotiations given to MFL's Labor Lawyer at last Tuesday's (2/10/2015) Steering Committee Meeting. Seconded by A. Leventhal. In favor: A. Leventhal, K. Demos, H. Nozari, B. Zerner, D. Harris and S. Keltai. Abstained: T. Schommer.

MOTION made by H. Nozari to maintain current Aflac policies with no employer contributions, i.e., 100% of the financial responsibility will be paid by the Staff (dependent upon Union negotiations) and by Management. Seconded by K. Demos. In favor: K. Demos, H. Nozari, D. Harris, A. Leventhal, B. Zerner and S. Keltai. Opposed: T. Schommer.

MOTION made by A. Leventhal to accept the 3 Cafeteria 125 Plans from Paychex, their amended Payroll Service Proposal and their Time Clock Proposal. Seconded by K. Demos. Unanimous.

MOTION made by H. Nozari to pay the Executive Director a one time gross bonus for her work done on the RCLS Grant in 2014. Seconded by K. Demos. In favor: H. Nozari, K. Demos, S. Keltai and B. Zerner. Abstained; D. Harris, A. Leventhal and T. Schommer.

MOTION made by A. Leventhal to offer all employees on Medicare up to \$250 monthly for United Healthcare Plan F and their Pharmaceutical Plan premiums. Seconded by S. Keltai. Unanimous.

MOTION made by K. Demos, seconded by H. Nozari to close Executive Session and return to open session. Unanimous.

7) Director's Report:

- a) Strategic planning meetings are being held every day (30 minutes) in preparation of the move back to 44 Millpond Parkway.
- b) MFL's tax cap and tax freeze paperwork has been successfully entered on time.
- c) The Executive Director's work for the State Annual Report is complete.
- d) After February 19th, there will not be any phones at the Library's temporary location. To reach management we are asked to call on their cell phones.
- e) The Sterling Bank Operating checking and Money Market accounts have now been moved to Greater Hudson Bank which will make us eligible for a grant and we will be informed when this process can occur.

MOTION made by A. Leventhal to rescind previous motion to liquidate stocks and put them into a CD. Instead we will investigate alternative investment opportunities and report to the Board for approval. Seconded by K. Demos. Unanimous. The Executive Director will inform the Treasurer, C. Pakula, of this decision.

B. Zerner questioned how the library distinguishes bequests from standard funds. Discussion followed. Zerner stated that she sees the importance of keeping them separate so as to apply items that can be marked as donated by.

S. Keltai reported on the plans for the March 18 'Grand Opening/Welcome Home Celebration' of the renovated library at 44. The Management, Staff, Trustees and Friends are all working together on this event. The Executive Director has asked for \$1500 to cover the costs for our 'homecoming party'. **MOTION** made by K. Demos for the library to spend up to \$1500 for the Grand Opening Event. Seconded by A. Leventhal. Unanimous.

B. Zerner reminded the Director of previous requests to use different colors for the Capital Accounts 4170 and 8851 on the Financial Information Chart.

K. Demos noted that all Bank Statements now match up to the ending balances on the Financial Information Chart.

A. Leventhal asked about the purchase of Museum Passes. The Executive Director explained that the Friends had previously purchased these passes but since their Book Garden had been closed during the library renovation the library has purchased them. K. Demos asked the Executive Director and Assistant Director to please report on museum passes purchase; e. g., which museums and what cost?

A. Leventhal proposed that the Friends make a presence at the Board meetings quarterly.

8) Treasurer' Report: No Report due to Treasurer's absence.

9) Committee Reports:

9A) EXECUTIVE COMMITTEE: Committee assignments distributed. Trustees should work out any swaps of assignments between themselves and report back the mutually agreed upon switches to the EC.

9B) STEERING COMMITTEE/BUILDINGS and GROUNDS

K. Demos sent out an email to the Trustees, Management and Staff with the Architect's 'punch list' asking for their input before the next progress meeting on Wednesday, February 18, at 10:30.

9C) AUDIT

Audit Committee Meeting Tuesday, February 17th, at 9:00AM.

9D) BY-LAWS: No Report

9E) FUNDRAISING/GRANTS:

A consensus was taken to discontinue selling the Discount Cards. The paperwork for the HVAC Grant can now be completed and we will then receive about \$4000 of the Grant funds.

9F) NOMINATING

A patron, who was interested in an Associate Trustee position, was called. Unfortunately she is not available on Monday evenings when our Board meetings are held.

9G) LIBRARY OPERATING/LONG RANGE PLANNING: No Report

9H) PUBLIC RELATIONS:

A small article appeared in the Photo News regarding our closing at 1465 on February 8th for a few weeks until we reopen at 44 Millpond Parkway.

10) Old Business: None.

11) New Business: A consensus was taken regarding Library closings and bad weather:

when the MW school district has a closing the library will close.

when the MW school district has a delayed opening the library will open at their regular time.

when the MW school district closes early the library will close early too.

the Executive Director will use her judgment if she feels the MW school district's decision isn't justified.

A consensus was taken to offer Ryan Biggs, the architect's structural engineer, \$1000, via a credit to the architect's next invoice.

12) Good and Welfare: None

13) Open Floor discussion: N. Calhoun's Letter to the Photo News Editor re: Moffat Library's upcoming bond referendum.

14) Adjournment: Consensus made to adjourn at 11:27.

Respectively submitted,
Sandra Keltai

REMINDER: Next Month's Board Meeting will be on
March 9th, 2015, at 8:00PM at HOME!!!!!! 😊

Monroe Free Library
Executive Director's Report
February 9, 2015

My report this month is very brief. Most of my time and effort has been spent on issues revolving around the impending move. I will be more than happy to answer any questions you may have.

Miscellaneous:

In the month of January 1,130 reference questions were answered, 471 computer questions, 2 email questions via email, and 268 other questions.

Moving Committee:

Strategic planning meetings are now being held each day from 9:30am to 10:00am. Committee members are working diligently to ensure that the move back to 44 goes as smoothly as possible. So far, a Board member (can vary) has been able to attend which has proved to be very beneficial. Thanks to Hormoz for pitching in and cleaning the refrigerator at 44, which was in terrible shape. Thanks also to Kathy who has been attending and providing valuable input.

Circulation Statistics:

RHA (interloan requests filled) - 2,121
Library Cards - 35
Barcoded items - 454

New Business:

MFL's tax cap and tax freeze have been successfully entered on time. The next step is the efficiency plan which is being handled by RCLS.

I will have new Conflict of Interest forms for all those Trustees who were not present to sign in January.

The State Annual Report has been released and I will be attending a workshop regarding it on Friday, Feb. 6th. I have forwarded the workshop information to our auditors in case they would like to send someone to attend.

Grants:

The operating checking account has now been moved to Greater Hudson Bank, which will make us eligible for a grant. I have asked to be informed when this process can occur. I will keep the Board apprised of any progress on this front.

Old Business:

This is just a reminder that anyone on the Board is welcome to contribute to our monthly newsletter. Our patrons love it and it's a great way to communicate with the public