

**Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: September 9, 2024**

Trustees Present:

Patricia Shanley, President
Susan Tomaski, Vice President
Diane Egan, Secretary
Terry Schommer
Nucula Brown
Nedda Tichi
David Joye

Trustees Not Present:

Casey Auerbach, Treasurer
Carol Connell Cannon

Also Present:

Amanda Primiano – Library Director
Mary Duffy – Assistant Library Director
Councilwoman Mary Bingham – Town Council Liasson
Joann Movich
Kathleen Bayer
Mike Moytka

Via Zoom : Mike Maginn, Ethan Czerwinski

- 1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:35
A QUORUM WAS PRESENT.
B) **A MOTION to adopt the agenda was made by Nedda Tichi, seconded by Terry Schommer. The MOTION carried unanimously.**
D) There was no official meeting in August. **A MOTION was made by Diane Egan, seconded by Nedda Tichi to accept the minutes of the July 2024 meeting. The MOTION carried unanimously**
4. Public Comment –Joann Movich reminded the Board of the 10/5 Yard Sale to be held at the Library
5. **Directors Report:** An in-depth Directors Report was submitted to the Board by the Library Director prior to the meeting for the Board to read. Some highlights of the report were discussed by the Director:
- It was brought to the Boards attention that the Library Directors name needed to be added to the Franklin Templeton account as an authorized user. **A MOTION was made by Nedda Tichi, seconded by Terry Schommer , to allow Amanda**

Primiano, Library Director, authorization to access and sign the Franklin Templeton account and to remove the previous names from authorized use. The MOTION carried unanimously.

- From July report: Children Programs attendance was 489! We are once again offering our Movies on the Lawn. This year we are running it from June -September and moved it to Friday's. In July we offered the Lion King and had a huge turnout of 65 people. Koha-As of August 5th we officially migrated to Koha, our new Integrated Library System (ILS). The Transition has been very smooth. Melanie Turner did an excellent job shepherding the library through this transition. July circulation stats were not available due to the Koha migration. Museum passes for the NYC 9-11 Museum were added to our museum pass collection. The Photo news ran a story regarding the MFL collaboration with Monroe Pediatrics in distribution of our newborn kits.
- From August Report –
 - Summer reading programs were a great success this year all around. Some facts about the summer reading program: We increased our registration- in 2023 we had 168 sign ups. This year 245; 32 children who received their card from the MWCSO Library Card Project signed up; The library staff is already brainstorming ideas on how to keep the children engaged in coming in for their reading log stamps and raffle tickets for next year
 - The “Around the World” End Party took place on September 7th. 55 people attended. We had food and live music from around the world. A grand prize raffle winner was awarded – a set of luggage for a soon-to -travel participant. Next theme was decided: “Decades.” In August, Elizabeth Perle wrote up a press release regarding our End Party for Around the world. It made the digital edition and the front page of the print edition
 - September is National Library Card Sign Up Month. This month we will be hosting a series of pop-up library card sign up month events around the village. We will also be tabling outside the library on the lawn and engage with the public and see if they want to sign up for a library card and issue them one right on the spot. Anyone who gets a card in September will automatically be entered into our raffle to win 2 tickets to see Little Miss Firecracker at the Museum Village Playhouse.
 - Overdrive Statistics & other information We recently gained access to our online statistics for our patron eBook and audiobook collections. Now that we have access to this information, we decided that in 2025 we will start to purchase our own eBook/audiobook titles. By purchasing these titles, we will be giving our Monroe patrons more opportunities to get their requests faster. For the first 30 days, any material that we purchase will automatically be reserved for Monroe Patrons only. A small shift in the budget from print books to ebooks will be made.
 - **Construction Aid Grant** - The construction aid grant was submitted on 8/1, was reviewed by RCLS and will be resubmitted by September 13 with their revision recommendations. This grant is a reimbursement grant and if awarded, we will not see this money until the end of 2025. The Library Director requested board approval to move forward with these 2 proposals

before the contracts expire. A **MOTION** was made by **Dave Joye**, seconded by **Susan Tomaski**, to accept the revised proposal presented to the Board of Trustees for a CCTV System in the amount of \$14,165. The MOTION carried unanimously

- A **MOTION** was made by **Susan Tomaski**, seconded by **Nedda Tichi**, to accept the proposal for lighting improvements from Rockland Electric Lighting in the amount of \$44,500. The Motion carried unanimously. A discussion followed concerning the logistics of keeping the library open while the electric work was being done. It was estimated to take 2.5 days and done in sections. To ensure safety of staff and patrons, the Board agreed that closure of the library would be necessary. A **Motion was made by Susan Tomaski, seconded by Nedda Tichi to close the MFL for 2 days, on dates to be determined by construction, for completion of the lighting project. Staff will be paid. The MOTION passed unanimously.**
- The Director has had discussions with Village Mayor Neil Dwyer about installing a “Story Walk” feature in Airplane Park. The funds would come from grant money from the office of State Senator Skoufis. Town Councilwoman Mary Bingham suggested we reach out to the Town of Monroe and Village of Harriman as well.

6. **Treasurers Report.** – Financial Reports had been submitted to the Board for the months of July and August prior to the meeting. A **MOTION** was made by **Nucula Brown**, seconded by **Susan Tomaski** to accept the Financial Reports for the months of July and August 2024. The MOTION passed unanimously.

7. **Standing Committee Reports**

- Nominating Committee – Two potential candidates for the Board of Trustees were in attendance. Kathleen Bayer and Mike Motyka introduced themselves briefly addressed the Board about their interest.
- Building & Grounds – a discussion about the progress of the ivy removal took place. We are awaiting the landscaper to move forward
- By-Laws – N/A
- Finance – N/A
- Fund Raising. N/A
- Grants –The Library Director is proceeding with a “mini-grant” application from RCLS to implement translation devices for use by the patrons and the staff. The Library Director also informed the Board about a possible volunteer, certified as an ESL instructor, to teach a course at the MFL.
- Library Operations- N/A
- Long Range Planning – Nucula Brown reported that the subcommittee has been meeting bi-weekly. They will be using RCLS facilitators to schedule and hold focus groups on the needs of the community.
- Public Relations – The Board was delighted to hear that the MFL ads will appear on the placemats at the Monroe Diner.

8.. Old Business – N/A

9. New Business – N/A

10. Good and Welfare –N/A

11. Call for Adjournment - **A MOTION was made by Susan Tomaski, seconded by Nedda Tichi to adjourn the meeting. The MOTION carried unanimously.** The meeting adjourned at 9:24

Submitted by Diane Egan,

September 12, 2024