

**Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: December 8, 2025**

Trustees Present:

Patricia Shanley – President (via Zoom)
Diane Egan – Secretary
Dave Joye

Kathleen Bayer
Nucula Brown

Trustees Not Present:

Susan Tomaski – Vice President
Casey Auerbach – Treasurer
Nedda Tichi

Also Present:

Amanda Primiano – Library Director
Mary Bingham – Monroe Town Board Liasson
Mary Duffy -Assistant Library Director
Joanne Movrich

Via Zoom:

Mike Maggin

GENERAL MEETING

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:34

A QUORUM WAS PRESENT.

B) A MOTION to amend the agenda by moving the auditor report to precede the Directors Report was made by Patricia Shanley, seconded by Kathleen Bayer. The MOTION passed unanimously.

C). A MOTION was made by Diane Egan, seconded by Nucula Brown to accept the minutes of the October 20, 2025 and November 10, 2025 meetings. The MOTION passed unanimously.

4. Public Comment – N/A

5. **Auditor's Report**- Deana Dovico, Audit Manager for the firm of Lorelei A. Pitt, CPA, P.C, presented to the Board of Trustees a draft of the budget for the year ending on 12/31/2024. The draft budget audit had been circulated to the Board prior to the meeting by Treasurer Casey Auerbach. The draft budget audit along with the “opinion letter” was delivered at the meeting. The opinion was an “unqualified opinion” which means no issues were noted and the financial statements are fairly presented in all material aspects and free from fraud or misstatement - the highest opinion offered. The Board raised no issues or concerns. The final audit is awaiting some slight wording changes.

6. **Directors Report**: An in-depth Directors Report was submitted to the Board for review by the Library Director prior to the meeting. Some highlights of the report were discussed by the Director:

- The Library Director began with some statistics that noted an increase in attendance in children’s programs from previous months (notably Bouncing Babies and Romper room); teen programs (Friendsgiving Game Night) and

community (Origami Club). Total # of Children's Programs attendance jumped from 56 (2024) to 280 in 2025. The Pokémon Scavenger Hunt had 47 participants. Well done by all involved

- Teen Advisory Board -We had 7 volunteers attend our November TAB meeting. The meeting was dedicated to planning the upcoming Gingerbread Decorating Contest. They broke up into smaller teams to work on the following: designing a poster, writing the advertising blurb for the website, and buying supplies. They also decided it would be helpful to have an extra meeting in December to finish working out logistics.
- Circulation Statistics showed an increase of library card holders and MWCSO users indicating the increased effort in collaboration with MWCSO has been successful.
- E-Rate and CIPA Compliance – The Library Director met with Stephen Hoefer (RCLS) to discuss our action items for becoming CIPA compliant. We will be purchasing a service that will add the filter to our Wi-Fi access points and that will be completed by end of December. Once we have purchased the service we will just “flip the switch” and we will be compliant.
- The sustainability committee continues to meet and has been working on many tasks, one of which is the Wellness Program which was a walking challenge. The goal of the staff was to walk 8 million steps collectively. We surpassed our goal and collectively walked 11million steps. Thank you to all the staff who participated, and the sustainability committee will look to offer another wellness program next year.
- PR, Outreach effort continued. This month we had face-to-face engagement with over 400 9th grade students. MFL distributed 235 new library cards. MW/MFL/WPL Professional Development Day was held on November 4th. We had all of the MWCSO librarians and 3 representatives from the WPL Library attend a professional development day at MFL. At this workshop, we provided the librarians with a tour of our space, shared resources with them and discussed the impact our efforts are having on our libraries
- Professional Development - Amanda Primiano (Library Director) presented at the New York Library Association Conference with Catherine Gardner from the Monroe Woodbury Central Schol District. Our session was called “Seeds of Collaboration: Growing a Partnership.” There were over 40 people in attendance. To be invited to present at the NYLA Conference is quite an honor and the Board expressed their congratulations to Amanda. Mike Maggin presented at the Online Learning Conference on his Google Earth programs. Amanda was invited to be a reviewer for the Public Library Association Conference Scholarship Committee and to facilitate the Directors Association, Directors Panel at RCLS on the topic of Professional Development. Kudos to all.
- Upcoming Events/ Press Releases – Holiday Bake and Raffle Sale will be held on Saturday 12/13
- Social Media - there has been increased interaction /engagement with the Facebook and Instagram pages.
- New library signage, including increased use of pictograms, will be coming in the upcoming weeks.

- Comments from the patrons were read by the Library Director.

7. **Treasurers Report.** –N/A

8. **Standing Committee Reports**

- Nominating Committee – Board President Patricia Shanley suggested we try and recruit potential Board members to be more representative of the community. We will continue our outreach. Preparation for next month’s annual meeting was discussed.
- Building & Grounds –Our new custodian was complimented on how well he is doing
- By-Laws Committee – the changes made last month have been incorporated in the by-laws and updated on the website.
- Finance – N/A – auditor’s report was presented earlier in the meeting
- Fund Raising – N/A
- Grants. - A NY Forward grants application process is “paused” until the next phase which is in March. President Patricia Shanley noted that Federal funding cuts (\$160 million) have been reinstated by a federal court as per NYTimes report.
- Library Operations- The Board had a discussion on writing a policy on how, when, why and on what topics the library should reach out to elected officials. It was suggested we investigate the status of being a “free library” and what effects or restrictions that might present.
- Long Range Planning – N/A
- Public Relations – inactive

8. Special Committees – N/A

9. Old Business – N/A

10. New Business - N/A

11. Good and Welfare – N/A.

12. Call for Adjournment - **A MOTION for adjournment was made by Kathleen Bayer, seconded by David Joye. The MOTION carried unanimously.** The meeting adjourned at 8:20

Submitted by Diane Egan.

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