Board of Trustees
Monroe Free Library
Minutes of the Monthly Meeting (held at MFL)
Date: October 20, 2025

Trustees Present:
Patricia Shanley – President
Casey Auerbach – Treasurer
Diane Egan -Secretary
Nedda Tichi
Nucula Brown
Kathleen Bayer
Trustees Not Present:
Dave Joye
Susan Tomaski – Vice-President
Also Present:
Amanda Primiano – Library Director
Mary Duffy -Assistant Library Director
Joanne Movrich
Mary Fillingham
Via Zoom:
Mike Maggin

GENERAL MEETING

1-3 A) The meeting was called to order and the Pledge of Allegiance recited at 7:31
A QUORUM WAS PRESENT.
B) A MOTION to amend the agenda by moving #9 (New Business) up to after #4 was made by Casey Auerbach, seconded by Nedda Tichi. The MOTION passed unanimously. A MOTION was made by Casey Auerbach, seconded by Nedda Tichi to adopt the amended MOTION. The MOTION was passed unanimously
C) A MOTION was made by Diane Egan, seconded by Kathleen Bayer to accept the minutes of the August 2025 meeting. The MOTION passed unanimously.

4. Public Comment – There was no comments from the public

5. **New Business** (9 inserted here)

   a. The Board received a presentation by Stephen Hoefer, CFO of RCLS on the proposed Internet Safety Policy, including the Children's Internet Protection Act (CIPA) to be considered for adoption by the MFL. Mr. Hoefer provided the Board with a summary of the E-Rate program (Federal Educational Rate) in which RCLS has been a participant since its inception in 1996. To be eligible to receive Category 2 E-Rate funding member libraries must comply with a checklist of actions which were presented and explained by Mr. Hoefer. The MFL needs to document our compliance with the Children's Internet Protection Act (CIPA) with the adoption of the Internet

Safety Policy. Mr. Hoefer explained in detail the financial benefits of becoming CIPA compliant. A copy of a CIPA compliant Internet Safety Policy was emailed to the Board by the Library Director prior to this meeting for the Board to read before adopting. (See Internet Safety Policy below).

A MOTION WAS MADE BY CASEY AUERBACH, SECONDED BY NEDDA TICHI, TO ADOPT THE INTERNET SAFETY POLICY AS PRESENTED. THE MOTION WAS PASSED UNANIMOUSLY.

INTERNET SAFETY POLICY

Introduction
It is the policy of the Monroe Free Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions
Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors.

Subject to the Executive Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes in the case of minors.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

b. . Stephen Hoefer's discussion of the E-Rate highlighted the situation with our hybrid tech system. We get some services from RCLS and some we support in-house   Because RCLS is looking to drop this configuration, MFL will need to investigate other options for technology delivery. The Library Director will be investigating what other libraries are using and the board will have to decide which route is best sometime in the near future.

c. The size of our board was also discussed, Our Board is larger than most, especially smaller libraries. It was suggested we reduce the size of the board making it easier to reach a quorum. This would involve a change in the by-laws. It appears that nine members would be the optimum number.   The Board will consider this as a future agenda item.

6. **Directors Report**: An in-depth Directors Report was submitted to the Board by the Library Director prior to the meeting for the Board to review. Some highlights of the report were discussed by the Director:
    - Some August activities were brought to the Board's attention. The Summer Reading program was successful but in need of a revamping for 2026. Only a small percentage of those who signed up completed the "reading logs" regularly (50/251 registered). The programs proved to be more popular. The Library Director believes that the program has perhaps grown stale and needs to be updated. Some ideas include replacing the logs with pamphlets with activities.
    - The End of Summer program was well attended

    From September's Director's Report
    - Some Children's Programs such as the Romper Room program for toddlers are showing to be popular
    - Community Room usage continues to grow.
    - Circulation continues to grow with a yearly increase in library card holders and items in circulation. Particularly the Overdrive features reflect an increasing use of the Libby App
    - The MFL budget is on the ballot on Election Day. The Library Director and Public Relations Director are working on 2 messages to help gain public approval of the budget. One is the value of using the library for personal use; the other is the value of the library for the community.
    - The MFL welcomes the addition of Danae Drews as our new P/T Marketing Assistant. Ms. Drews is a Monroe resident.
    - The position of Library Custodian is currently being advertised.
    - Our progress toward attaining a Sustainable Library certification continues with 56/174 tasks completed and 15 more tasks in process.
    - RCLS ILS 2026 Budget -the Board was presented with material via email before the meeting that presented the RCLS annual budget with an explanation of the budget numbers. This budget includes our annual fee as well as the Integrated Library System (ILS) budget. Included were explanations of what the budget covers and how

it is calculated for each library. This year's budget for MFL is as follows: Annual fee: $ 2,937($36 increase from last year) and ILS budget: $ 14,690 (60 decrease from last year. **A MOTION WAS MADE BY CASEY AUERBACH, SECONDED BY KATHLEEN BAYER, TO APPROVE THE ILS BUDGET AS PRESENTED. THE MOTION PASSED UNANIMOUSLY**

- Outreach and Public Relations activities for last month include tabling at the YMCA. We are interested in setting up something more regular there and building our relationship with the Y even further. The practicalities of an association was discussed and the Board decided it was necessary to check the bylaws concerning any partnerships. Amanda Primiano and Mike Maginn went to the Senior Center for library card sign up and signed up five seniors with cards, including the director of the senior center. As part of our Sustainability initiative, the MFL reached out to the senior living center to see if we could table at their location and share our resources with the seniors living in the building complex. Representatives are going back on Oct. 21 for their first tabling and hopefully some library card signups. We are once again working with the school district, Woodbury Public Library and Tuxedo Public Library, to distribute library cards. We are also working together to host all the school district librarians at MFL on November 4 for a training day. It will be a great opportunity for them to learn more about our resources and for us to collaborate on future ideas.
- The Yard Sale raised $1,080. It was another successful sale with over 60 vendors. The Board expressed its thanks to Joanne Movrich for her hard work. We will be having our next yard sale in April or May of 2026.
- MFL was represented at RCLS Annual Breakfast by Amanda Primian (Library Director) Patricia Shanley (MFL Board of Trustees President) and Mike Maginn (Senior Reference Librarian). It was a great opportunity to share our success of the past year with our RCLS colleagues and our legislators.
- Comments from the public were shared with the Board.

7. **<u>Treasurers Report</u>**. – Casey Auerbach presented the Board with the Financial Statements from August and September prior to the meeting. He thanked Mary Duffy for her assistance in gathering the information and preparing the reports. All August and September warrants passed without exception. **A MOTION WAS MADE BY CASEY AUERBACH, SECONDED BY NEDDA TICHI, TO ACCEPT THE FINANCIAL STATEMENTS FOR AUGUST AND SEPTEMBER 2025 AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

8. **<u>Standing Committee Reports</u>**
   - Nominating Committee – The Board received an application for the Board of Trustees. The applicant, Mary Fillingham was at the Board meeting, The Board thanked her for her interest and will vote on her application in Executive Session on November 10, 2025.
   - Building & Grounds –N/A.
   - By-Laws Committee - N/A
   - Finance –
   - Fund Raising –

- Grants – the status of our proposal for a "hydration station" grant is unknown at this point.
- Library Operations- N/A
- Long Range Planning –The LRP committee met to discuss information regarding the application for the NY Forward Application in conjunction with the Village of Monroe. The Board looked at updated proposals and estimates which will be submitted to the Village consultants. The process will continue.
- Public Relations – inactive

8. Special Committees – N/A

9. New Business (moved to Item #5 as per Motion above)

10. Old Business –. N/A

11. Good and Welfare – N/A.

12. Call for Adjournment - **A MOTION for adjournment was made by, Casey Auerbach seconded by Nucula Brown. The MOTION carried unanimously**. The meeting adjourned at 9:17

Submitted by Diane Egan,

November 10, 2025