

**Board of Trustees  
Monroe Free Library  
Minutes of the Monthly Meeting (held at MFL)  
Date: May 11, 2026**

**Trustees Present:**

Patricia Shanley, President  
Susan Tomaski, Vice-President  
Diane Egan, Secretary  
Nucula Brown

David Joye  
Nedda Tichi  
Kathleen Bayer

**Trustees Not Present:**

Casey Aurbach, Treasurer

**Also Present:**

Mary Duffy, Assistant Director  
Mary Bingham, Monroe Town Board liaison  
Joanne Movrich

**Via Zoom:** Mike Maginn

**GENERAL MEETING**

1-3 1-3 The meeting was called to order and the Pledge of Allegiance recited at 7:35. A **QUORUM** was present.

**A) A MOTION to adopt the agenda was made by Susan Tomaski, seconded by Nedda Tichi. The MOTION passed unanimously.**

**C). A MOTION was made by Diane Egan, seconded by Kathleen Bayer to accept the minutes of the March 2026 meeting. The MOTION passed unanimously.**

4. **Public Comment** – Joann Movrich reported that the MFL yard sale raised \$1,070.00. Thanks to Joann for all her hard work organizing the event.

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

- The library presented some community programs for the school Spring Break period which were well attended – noted were Super Mario Galaxy Party w/ Yoshi egg hunt, Hop Into Spring, and Magic Lantern Show.
- Teen Advisory Board Summary: We had six volunteers at our April TAB meeting. They continued working on their Cupcake Wars Event. A poster is in progress. They decided on recipes, and they're planning out what supplies to buy.
- Community Room reservations Room A: 49(59) Room B: 40(60)
- 2025 Annual Report & Statistics Summary The 2025 Annual report has been submitted to New York State. The Board received the report and statistic summary from the Library Director to review prior to the meeting. NYS requires all boards to vote on and approve the annual report as submitted.

- Our Open House will be happening on Saturday, May 16th. At our Open house we will have a Library Quest, information sessions, an adult activity, a children's activity, passive activities and board engagement. This event will take place between 11am-2pm
- Proposed Dress Code Policy The Management Team sent a draft Dress Code Policy to the Operating Committee. The management team reviewed the Committees recommendations and is in agreement and looks forward to seeing this policy move forward
- RCLS 2027 Menu of IT Options There is a slight increase in price \$21,977 (\$21,072). It is noted that this is the last year we can remain a hybrid library. The Library is currently investigating the cost/benefit analysis of becoming independent vs fully supported by RCLS.
- Upcoming RCLS workshops 2026 Trustee Handbook Book Club Series – Upcoming Sessions: • June 17: Laws and Regulations presented by Trustee Handbook Co-author Rebekkah Smith Aldrich • October 29: Duties and Responsibilities of Key Officer Roles,
- New Patron Welcome Email Campaign – The Library Director has developed a 3-part welcome email series. The purpose of this email series is to make our patron feel welcomed, explain our services and ensure that they actually use their card. Starting with April card sign-ups, we will be sending select patrons to our welcome email. Part of that email is a welcome video. It can be viewed here:  
<https://youtube.com/shorts/tiotrlvVBeU?si=XecUcR1qHT9Pc2YK>  
The other two videos will cover programs and services. We are aiming to launch this end of March and will share a progress report next month.
- Upcoming projects & Events • Lobby to be painted • MFL Open House May 16- Save the date! • Movies on the Lawn to return • Saturday, June 27th - Summer reading Kick-off • Fall Events- Reading Festival
- A discussion about establishing a policy on what groups can “table” at MFL events was had.
- A discussion on whether it would be feasible to digitize the museum pass process was had
- A ‘people count” done by the lobby cameras showed that 5,000 people visited the MFL during the month of April.

#### 4. **Treasurers Report.** –

The monthly Library Financial Reports were submitted to the Board via email before the meeting. **A MOTION was made by Nedda Tichi, seconded by Diane Egan, to accept the Financial Reports for March 2026 and April 2026 as submitted by the Treasurer. The MOTION passed 6-0 and 1 abstention.**

#### 5. **Standing Committee Reports**

- Nominating Committee - N/A
- Building & Grounds –We are in the process of removing the flagpole. We received two quotes for removal/replacement both of which were higher than expected. A decision was

made to not move forward with this at this time.: We are moving forward with a Backyard Ramp Railing replacement from Fesco Fencing for \$1,150.

- By-Laws Committee – an update of the by-laws needs to be posted on the website
- Finance – CPA Audit Engagement Letter - The Audit engagement letter from Loreli Pitt CPA to conduct our 2025 audit was circulated to the Board prior to the meeting for consideration. The cost is \$17,295: This is a difference of \$170 from last year's engagement costs. **A MOTION was made by David Joye, seconded by Susan Tomaski, to accept the Audit Engagement proposal from Lorelei Pitt, CPA for the 2025 Audit. The MOTION passed unanimously.**
- Fund Raising – N/A
- Grants. - the MFL did not receive the NY Forward Grant.
- Library Operations-
  - **A MOTION was made by Nedda Tichi, seconded by Susan Tomaski to accept the proposed Revised Dress Code. The MOTION was approved 5-0 with 2 abstentions**
  - **A MOTION was made by Susan Tomaski, seconded by Nedda Tichi, to accept the RCLS Menu of IT Options in a cost not to exceed the amount of \$21,977.00. The MOTION was approved unanimously.**
  - **A MOTION was made by Kathleen Bayer, seconded by David Joye to accept the 2025 Annual Report as presented and submitted. The MOTION was approved unanimously.**
- Long Range Planning – The Board was updated on the progress made by the Long Range Planning Committee

8. Special Committees – N/A

9. Old Business – Reminder to the Board to obtain 2 Professional Development credits for the year,

10. New Business –

11. Good and Welfare- Happy Birthday to 2 Board members Nedda Tichi and Kathleen Bayer. Amanda Primiano celebrates her 5<sup>th</sup> year at MFL!

12. Call for Adjournment – **A MOTION was made at by Kathleen Bayer, seconded by Nedda Tichi, at 8:56 to adjourn the meeting. The MOTION passed unanimously**

Submitted by Diane Egan

July 13, 2026