

**Board of Trustees
Monroe Free Library**

**Minutes of Monthly Meeting
March 11, 2013**

Present

S. Keltai - President
K. Demos – Vice President
B. Zerner – R. Secretary
D. Harris – C. Secretary
P. Browne - Treasurer
C. Pakula
B. Bowen
G. Whittington
R. Ross – Associate Trustee

Absent / Excused

B. Zeman
P. Shanley

Also Present

M. McIntosh - Library Director

Members of the Public including Staff and Friends

Call to Order

President S. Keltai called the meeting to order at 8:05 p.m.

Disposition of Minutes

Motion to approve the minutes based on changes as discussed

Motion made by: C. Pakula Seconded by: B. Zerner

Ayes: 8

Abstain:

Public Comment

Diane Levisur (President of Friends) presented M. McIntosh with a check for \$1000. to be designated towards purchasing additional Large Type Books. A photo was taken of the Friends' Executive Committee presenting the check to MFL's Director.

The opening date for the "Book Garden" 2013 season will be April 13th.

Correspondence

None

Director's Report

M. McIntosh presented:

Roof noise (as reported last month), has stopped.

Although the perpetrator was apprehended (regarding the stolen property reported last month,) the case was dropped.

Financial Information Chart (distributed to all in monthly packet).

Interlibrary Loans are increasing so much that it has become too much for J Movrich to do alone.

(M. McIntosh was told it will be addressed by the LO and Finance Committees who will prepare suggestions to add part time help.)

I Murphy was able to get MFL a spot in the new "Monroe Life" magazine.

J Movrich and G Edmond worked together to sort and sell many of the books donated over the winter, and generated \$1,600 in sales.

I Murphy prepared a proposal on replacing computers to the Finance Committee, which is referring it to the Library Operating Committee.

New "Author of the Month" display in the children's area.

Treasurers Report

P. Browne presented the February 2013 Budget Report.

Motion for approval subject to Audit : D. Harris Seconded by: S. Keltai

Ayes: 7

Nays: 1 (K. Demos)

Abstain:

K. Demos questioned why (although the information is collected on the same day) some entries differ from one report to another. This question w/b addressed during the quarterly meeting with Bookkeeper.

COMMITTEE REPORTS

Executive Committee

No report

Steering Committee

K. Demos presented:

Mortgage rates and requirements from Greater Hudson and Hometown Banks and how they compare to the last offering (of January 2013) from Provident.

After Discussion a motion was made to respond to Provident and send them back the Discussion Outline(that they provided in January) with R. Guertin's "redlined/requested changes" , and to advise Provident of the additional offers from Greater Hudson and Hometown.

Motion for approval by: D. Harris Seconded by: C. Pakula

Ayes: 8

Nays:

Abstain:

Audit Committee

B Zerner presented:

Our Auditor has finished the 2012 Audit. Donalee said she would be able to get us drafts of both the financials and the tax returns earlier today, but didn't as yet.

The 2012 Annual Report is finished and requires approval by the Board prior to the absolute deadline of April 8th.

The Board has a number of questions regarding many of the entries. In order to meet the deadline we have to meet with the Auditor.

B Zerner will contact Donalee to arrange a meeting of the Audit Committee and Auditor.

Building & Grounds

P. Browne reported :

With reference to the list of major repairs needed prior to any expansion, P. Browne contacted Northern Windows for a quote/estimate to repair the roof. She will follow up to get a written estimate, and will seek additional bids.

P. Shanley still to look into the Hazmat Testing that was discussed at prior meeting.

P. Browne requested that M. McIntosh arrange to have the chairs shampooed / cleaned.

By Laws:

No Report

Finance

P. Browne reported:

Reminded everyone that (albeit the staff all reimburse the Library Account when using it for personal purchases) the Board had previously requested that M. McIntosh instruct the staff to refrain from using the Library Account for any personal purchases.

Fund Raising

S. Keltai (President) has written a first draft of the letter for the 2013 Annual Fund Drive. She will email a copy to Trustees.

K. Demos asked about the new procedure for the Annual Fund Drive.

R. Ross reported: that she has arranged with a Girl Scout Troop to stuff the envelopes, the AFD envelopes will be color coded, the return address will be changed from the PO Box to 44 MillPond Parkway, The target date for mailing is June 14th.

Grants

No Report

Library Operating

No Report

Long Range Planning

D. Harris reported:

As previously discussed, she contacted I. Zuckerman, to request that he contact our Architect (Paul Mays) with respect to working with him on a document (Detailed Cost itemization) needed for our Mortgage.

S. Keltai stated the I. Zuckerman contacted her thereafter inviting her to lunch.

D. Harris will arrange a conference call for LRP with P. Mays and I. Zuckerman to discuss the Detailed Cost Itemization.

M. McIntosh advised that Meghan Brennan (of Butler Rowland Mays), stopped at MFL on March 7th to take some measurements.

Public Relations

G. Whittington presented:

PR Committee met 2/27 to review the committee's role and ongoing efforts...

Regarding the "Standing Up for the Library" Campaign, MFL now has 50 portraits. (S. Keltai and her dad had their photos taken)...I. Murphy will be featuring many of the photos in the April newsletter and is planning larger formats such as vinyl banners and posters to expand the project...The current authorized PR Funding will soon need additional support.

Old Business

R Guertin sent the third follow up letter to Mayor A Wieder on March 9th. (all previous letters were unanswered.) Amending of MFL's Charter....D Harris will follow up with R Guertin in reference to State forms required.

New Business

B Zerner presented the idea to partner with the Monroe Woodbury School District to take advantage of Uno's Children's Night (Tuesdays).

D Levisaur requested that the Board approve the "no fine card" for the Executive Board of the Friends.

Motion for approval by: P. Browne Seconded by: C. Pakula

Ayes: 8

Nays:

Abstain:

S. Keltai presented a Memo of Resignation submitted by B Bowen.

C. Pakula complimented the MFL Staff and thanked all of the staff for their service.

There will be a combined Committee Meeting of Library Operating, Long Range Planning, and Finance...scheduled for Thursday, March 18th at 7:PM.... Included in the agenda will be I Murphy 's presentation / proposal details for the replacement of the computers (see Director's Report)

Nominating

P. Browne reported that R. Ross has completed her six month probationary period as an Associate Trustee. A vote was taken, and the majority accepted to appoint R Ross as a Voting Trustee.

Good & Welfare

Monroe Chamber's Executive Board meets Thursday, March 14th.

Hormoz Nozari attended this meeting as a member of the public. K. Demos introduced him to the Trustees at the end of our meeting. He informed the Board of his interest to be considered as a future trustee. P. Browne (chair of Nominating Committee), asked him to submit a letter of intent and resume.

Motion to adjourn by: B. Bowen Seconded by: G. Whittington

Meeting adjourned at 10:25p.m.

Respectfully,
Barbara Zerner

Next regularly scheduled Board Meeting will be on Monday, April 8, 2013 at 8 PM