

**Board of Trustees
Monroe Free Library**

Minutes of Monthly Meeting

December 4, 2013

(Rescheduled from November 18, 2013)

Present

S. Keltai – President
K. Demos – Vice President
B. Zerner – R. Secretary
D. Harris – C. Secretary
P. Browne - Treasurer
C. Pakula
H. Nozari

Absent / Excused

P. Shanley
T. Schommer (Associate Trustee)

M. McIntosh - Library Director

Also Present

Mary Duffy – Assistant Director

Erminio D’Onofrio

Call to Order

President S. Keltai called the meeting to order at 8:10 p.m.

Disposition of Minutes

Motion to approve the minutes of the October 21, 2013 Board Meeting

Motion made by: D. Harris Seconded by: S. Keltai

Ayes: 6

Abstain:

Nays: 1 (P. Browne)

Motion to approve the minutes of the Special Meeting of November 1, 2013

Motion made by: K. Demos Seconded by: S. Keltai

Ayes: 6

Abstain: 1 (P. Browne)

M. Duffy commented on the issue of two petty cash checks of \$200.00 each (check # 5441 and check# 5447) discussed at the October 21st Board Meeting. The explanation during the meeting was that the checks were for Rocco’s mileage for multiple trips to Goshen to remove items from MFL’s Storage. M. Duffy said the information provided to the trustees on October 21st was incorrect, and the two checks of \$200.00 each were actually written to cash, and provided cash reimbursements to multiple staff members who submitted travel expenses.

Public Comment

None

Correspondence

Bill submitted by Attorney

Director's Report

M. Duffy presented:

- A number of people posed questions related to MFL's Revised Charter.
- November 30th was the final day that the non-taxed former patrons were able to access the library computers.
- MFL's Budget referendum won by a slim margin.
- New volunteer Roy Gittleman has been helping to purge patron registration cards.
- Monroe Chamber's Ribbon Cutting was successful

M. Duffy added:

- There are two Financial Information Charts included in Trustee packets.
 - * K. Demos asked M. Duffy to have M. McIntosh explain the variance in the totals on the October 31st Financial Chart and the total of the same items on the October 31st Net Worth Report.
 - * B.Zerner questioned whether the "Update/Date" on the footer of the document has been corrected to reflect that actual date the document was last updated, rather than the date the document is uploaded to print, (as was previously instructed). M. Duffy will check with M. McIntosh.
- With reference to the Holiday Schedule for 2014,
 - * Going forward please revise the headers of the two Holiday Schedules to differentiate the document that will be submitted to RCLS from the internal copy referring to Holiday openings and the floating days.
 - * Going forward please return to the original purpose of opening on Columbus Day and Veterans Day: offering exciting educational programs that reflect the importance of each of the Holidays.

Motion to accept the 2014 Holiday Schedule made by: C. Pakula Seconded by: K. Demos

Ayes: Unanimous

Nays:

Abstain:

- Marshall Sterling Insurance Company requires that Board President S. Keltai signs their form that exempts all library trustees from Worker's Compensation.

Motion to authorize S. Keltai to sign the form exempting all trustees from any Worker's Compensation made by: K. Demos Seconded by: C. Pakula

Ayes: Unanimous

Nays:

Abstain:

Further discussions continued around the table pertaining to individual concerns that the library won the referendum vote by such a slim margin.

Nominating Committee (moved up on agenda)

P. Browne introduced Erminio D’Onofrio to the Board as a candidate for Associate Trustee.

Motion to accept Erminio D’Onofrio as an Associate Trustee.

(Closed Ballot) Unanimous

P. Browne requested the wording on the sign announcing openings on the Board be changed to direct interested patrons to the Nominating Committee Chairperson as opposed to the Library Director.

M. Duffy suggested P. Browne submit the wording to M. McIntosh, and the sign will be changed.

P. Browne reminded trustees to contact the Nominating Committee with any interest in running for an office for 2014.

Treasurer’s Report

P. Browne presented

October 31, 2013 budget report.

- Line 6095 employee benefit line still running over budget after additional funds were moved to increase the line.
- Line 6060 questioned why books are running over budget when purchases were cut back in anticipation of the move
- Line 6120 RCLS fee questioned by K. Demos, as Director verbally indicated amount was substantially higher than the Budgeted figure. M. Duffy will ask M. McIntosh.

Motion for approval subject to Audit made by: S. Keltai Seconded by: H. Nozari

Ayes: 6

Nays: 1 (K. Demos)

Abstain:

COMMITTEE REPORTS

Executive Committee

K. Demos presented:

ARTICLE VII - MEETINGS

Section 2. Regular Meeting Regular meetings shall be held on the second Monday of each calendar month at 8:00 p.m. in the Library. If said second Monday of the month falls on a legal or religious holiday, the meeting will be held on the third Monday of the month, or at such other time and place as the Board may determine.

Revision approved 10/2010

Due to the fact that it was difficult to reschedule the November Board Meeting , from now on we will follow the MFL By Laws as follows: If there is “No Quorum”, the meeting will become a “Steering Committee” meeting, and any consensus reached in committee will be presented at the next scheduled Board Meeting for ratification.

Motion for approval by: K. Demos Seconded by: D. Harris

Ayes: Unanimous

Nays:

Abstain:

Ad Hoc Committee

C. Pakula presented:

There is an Ad Hoc Committee meeting scheduled for tomorrow, at noon. The committee will present to the Board at the December 9th meeting.

Steering Committee/Long Range Planning Committee

K. Demos presented:

Hometown Bank has advised they are ready to schedule the closing for MFL's Construction Loan.

The Board must vote to have President S. Keltai sign all the Construction Loan Closing Documents at the closing.

Motion for approval by: K. Demos

Seconded by: C. Pakula

Ayes: Unanimous

Nays:

Abstain:

K. Demos gave a brief update to summarize where we are and what comes next regarding the expansion project:

- The draft of the contract between MFL and Verticon as CMc was discussed by BRM and Verticon. A copy with notations for fine tuning was given to R. Guertin, and distributed to Trustees.
- BRM (L. Hayes) will prepare the revised contract, as well as the final drawings, and will submit both prior to our meeting on December 9th.
- Verticon will prepare a mobilization/timeline/cost sheet and is shooting for January 7th as the start date for construction preparation.
- Verticon expects to be able to begin actual construction mid January.
- Lease with Eitz Chaim requires some revisions, including changing the dates to January 1, 2014 thru August 31, 2014. MFL's Attorney R. Guertin will work with S. Greenburg (Attorney for Eitz Chaim) to re-negotiate some of the terms.

Audit Committee

B Zerner reported:

Planning to arrange a meeting with Auditor for early January.

Building & Grounds

P. Browne reported :

One of the library window is cracked. It has been taped , and will remain so until it is replaced during construction.

During the Committee Meeting earlier in the day with L. Hayes of BRM, there was a unanimous consensus of participants (P. Shanley, C. Pakula, H. Nozari, M. McIntosh, and C. Bezkorowajny) to use the following colors for the shell of the building: Cobblestone and Country Lane for siding / Pebble Tan and Cinnamon for window trim / Medium Bronze #3 for roof and Taupe paint on trim areas.

Motion to ratify consensus by: K. Demos Seconded by: C. Pakula
Ayes: Unanimous
Nays:
Abstain:

By Laws:

B. Zerner noted that the last published update of the By Laws was dated September 2012. There was at least one revision voted on in 2013. A more current copy must be presented to the Board by the Committee Chairperson.

Finance

P. Browne asked trustees to bring the November Financial Reports (that were included in Trustee Packets) to the December 9th Board Meeting.

Fund Raising

C. Pakula stated that he is disappointed that there are still eleven discount cards left to sell. Suggestions were made to donate them to MFL Volunteers as they are almost half way to expiring on the first of June 2014.

Grants

No Report

Library Operating

No Report

Long Range Planning
Refer to Steering (above)

Public Relations
No Report

Old Business
None

New Business

C. Pakula advised the Board of the functions and events in Orange County in memory of Pearl Harbor Day.

M. Duffy and M. McIntosh met with Senator Larkin to advocate for funds towards the expansion. They told him that MFL will become ADA compliant. The Senator advised that he will try to secure a grant up to \$50,000. for MFL .

Good & Welfare
None

Motion to adjourn by: C. Pakula

Seconded by: S. Keltai

Meeting adjourned at 10:08 p.m.

Respectfully,
Barbara Zerner

Next regularly scheduled Board Meeting will be on Monday, December 9, 2013 at 8 PM