

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
March 3, 2014

Present:

Officers:

Sandra Keltai
Barbara Zerner
Kathy Demos
Denise Harris
Hormoz Nozari

Trustees:

Paulette Browne
Charles Pakula
Terry Schommer

Also present:

Marilyn McIntosh (Executive Director),
members of the Staff (2), and
the public (3).

Excused:

Patricia Shanley (Trustee),
Erminio D'Onofrio (Trustee).

1. MEETING CALLED TO ORDER AT 8:01 P.M.

2. **Public Comment:** Assistant Director Mary Duffy was setting up her office today at the temple, when a patron came into the building to excitedly inquire when MFL's Grand Opening of its temporary site was going to be.

3. **Disposition of Minutes:** Corresponding Secretary Denise Harris moved to approve the Minutes of the February 10, 2014 meeting with one spelling correction.

C. Pakula seconded the motion. The motion passed unanimously.

4. **Correspondence:** The Director had no correspondence. Carol Bezkorowajny received an email from a patron thanking her for reminding him of his overdue book.

5. **Director's Report:** The Director summarized her written report:

(a) She and our new Treasurer Hormoz Nozari handled some banking paperwork.

(b) She thanked H. Nozari, M. Duffy, C. Strauss and Melissa Quarles for participating in Library Advocacy Day in Albany.

(c) In Albany, she confirmed that there'd be no "member item" grants available this year.

(d) It was suggested that the Grants Committee explore getting private grants from local

banks.

(e) Staff's Production Notes are being well-received by the Board.

6. Treasurer's Report: K. Demos moved to table a vote on the January and February Treasurers' Reports until the April Board Meeting. D. Harris seconded the motion, which passed unanimously. The Director then distributed the February 2014 Financial Information Chart. C. Pakula was told by M. McIntosh that this Chart had all the assets which would have been listed on a February Net Worth Report. H. Nozari has received preliminary orientation from M. McIntosh and will continue the process by meeting with M. Duffy, the bookkeeper, and the other members of the Executive Committee.

7. COMMITTEE REPORTS:

Executive Committee: President Sandra Keltai presented the matters which the Committee had discussed the prior evening.

- (a) D. Harris made a motion, seconded by Recording Secretary Kathy Demos, in light of the Passover holiday in April, to advance our next Board meeting date from April 14 to April 7. Motion passed unanimously.
- (b) March's \$4,000 rent check was being mailed to the temple.
- (c) Confusion surrounding payment of the flood insurance escrow was resolved.
- (d) M. Duffy and M. McIntosh will refine the in-house bill payment procedures.
- (e) M. Duffy will mail out the FEMA Acknowledgement form in the special envelope sent by FEMA.
- (f) M. McIntosh will secure tomorrow a copy of the "Quote #1-A" that was to have been attached to the Frontier contract. A general discussion was had about the manner in which the negotiations between Ian Murphy and Frontier were shared with the Board.
- (g) With C. Pakula opposing, D. Harris' motion (seconded by S. Keltai), to have Toshiba move MFL's 2 copiers to the temple for \$250, passed. C. Pakula asked M. McIntosh to get additional quotes from Toshiba: what would Toshiba have wanted now, to do a round trip move; will Toshiba quote now, a one way return trip cost when the renovations are complete.
- (h) With a few corrections, the "Notification Letters" have been sent. M. McIntosh had to fill out a separate USPS mail forwarding form.
- (i) K. Demos' motion (seconded by D. Harris), for M. Duffy or M. McIntosh to sign a contract with electrician, Tom Christopher, which contained the additional terms recommended by H. Nozari, passed unanimously.
- (j) D. Harris reported on a conference call with MFL attorney and Verticon: Verticon will procure the builder's risk policy at MFL's expense.
- (k) D. Harris' motion (seconded by P. Browne), to acquire a simple exterior, vinyl sign to be put up at the temple, passed unanimously.
- (l) Additional information to be gathered for a banner over the entrance door.
- (m) When Crossriver removes the existing and functioning underground oil tank, it will dispose of any oil remaining in the tank.

Ad Hoc: Chair C. Pakula had no report, but M. McIntosh thanked him for all of his hands-on help with the move to the temple.

Audit: Vice President Barbara Zerner reported. Emphasized Auditor's requirement for detailed and comprehensive bill paying procedure. Auditor's statement that NFP Boards now need to have a CPA was not verified by RCLS.

S. Keltai's motion (seconded by P. Browne), to implement a \$2,500 threshold (in place of the current \$5,000 threshold) for when one staff and one trustee have to sign checks/make withdrawals/make transfers, passed unanimously. K. Demos then moved (seconded by D. Harris), for the President to be the second trustee to sign checks/make withdrawals/make transfers when the \$2,500 threshold is reached. Motion passed unanimously. B. Zerner requested that M. McIntosh date the Interest Rates Chart which she'd prepared. A motion was made by P. Browne (seconded by D. Harris), to authorize the bookkeeper to temporarily take the library's dedicated "mother" Quickbooks computer to her home during the move so she could work from home. With K. Demos opposing (concerned about possible total loss of Quickbooks if "mother" and "child" computers damaged during same casualty loss at bookkeeper's home), the motion passed.

Steering: K. Demos presented. Executive Committee asked to renegotiate one term of mover's contract pertaining to unloading books at the temple inasmuch as S. Keltai reported that a member of the staff had hurt her back while engaging in repetitive bending earlier in the day to take books out of RCLS crates and place them on shelves at the temple. D. Harris moved (K. Demos seconded) to have mover give a quote to handle the unloading and re-shelving of books at the temple. Unanimously approved. S. Keltai to be notified tomorrow of whether injured staffer is feeling better. M. Duffy to ascertain accessibility of temple's fire extinguisher. P. Brown moved (seconded by H. Nozari), to have JanPro scrub and refinish floors at temple before our Grand Opening. M. McIntosh will insure that once we vacate 44 Millpond Parkway, any sidewalk snow removal for 40 Millpond Parkway will be taken care of. C. Pakula reports that "his" Boy Scout troop is now considering as a possible Eagle Scout project all phases of the Village's Site Improvement requirement (3 specified trees). D. Harris spoke to architect today. Lisa Hayes has received mostly all of "submittals" from Verticon (subcontractors' contracts). By April, architect will get "color boards" to the Executive Committee. Architect has resolved issue of window removal between Atlantic and Paul Moore. Atlantic will remove the windows and Paul Moore will board up the open spaces until the new windows are ready to be installed. K. Demos is to follow up with Verticon about getting a Soft Costs Budget and a revised Construction Schedule.

Nominating: Requesting to be taken out of order, Chair P. Browne invited Alan Leventhal to join the Board at the table. He was invited to tell the Board about his professional and personal background and about his interest in becoming an Associate Trustee. A secret ballot was taken after his presentation. He was unanimously voted in and he has much experience with building/construction projects which will be an asset to the Board.

Building and Grounds: Covered under Steering.

By-Laws: Chair absent from meeting. B. Zerner again requests that the most recently updated version of the By-Laws be posted on the now up and running online Bulletin Board. T. Schommer reports that she will pass along information about upcoming webinars concerning the "NY Nonprofit Revitalization Act" that will impact on By-Laws for NFPs in the State.

Finance: While the Auditor had talked about MFL purchasing the CPA version of Quickbooks, we will first see if we can optimize our current version. In Section 4 of the Director's Job Description it states that she "Provides monthly net worth and budget report". While the bookkeeper presently prepares these two reports, going forward the Committee is asking the Director to provide and review these reports with the Board, freeing up the Treasurer to begin preparing and presenting a new monthly report on the library's income and expenses for the prior month.

Fundraising: K. Demos again distributed UNO Doughraiser coupons which are valid for the entire month of March. Staff and Board encouraged to promote event.

Grants: The architect is ready to go with a furniture grant application for the 2014-2015 fiscal year.

Library Operating: Chair D. Harris questioned one statement in the Production Notes of February 24th regarding comp time. Full-timers entitled to comp time may choose to take comp time during the move. The Committee may have to review the Personnel Policy relating to comp time to insert a "must use by" timeframe in lieu of the current open-ended timeframe. Better planning is required to maximize coverage by either the Director or the Assistant Director.

Long Range Planning: Covered under Steering.

Public Relations: All present had read the latest edition of the Photo News. K. Demos moved (seconded by D. Harris) to have T. Schommer contact her former newspaper colleague, Bob Quinn, and direct him to public documents on file with the Building Department and to MFL's landlord for answers to his outstanding questions. Unanimously passed.

8. **Old Business:** None.

9. **New Business:** P. Browne reported a contact who was wanting to know if MFL was still exploring "prison labor" to demolish 40 Millpond Parkway. P. Browne explained that there was no money in the budget for any demolition of that building. K. Demos referenced two recent library articles which she found interesting. H. Nozari discussed his experience at

Advocacy Day.

10. **Good and Welfare:** Bon voyage, P. Browne!

11. **Open Floor Discussion:** Future Board meetings will be held in Room H at the temple.

12. **ADJOURNMENT:** S. Keltai's motion (seconded by C. Pakula), to adjourn at 10:33 p.m. passed unanimously.

Respectfully submitted,
K. Demos



REMINDER!

NEXT MONTH'S BOARD MEETING WILL BE ON APRIL 7, 2014 AT 8 P.M. AT
EITZ CHAIM.