

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
July 14, 2014

Present:

Officers:

Sandra Keltai - President
Barbara Zerner - Vice President
Kathy Demos - Recording Secretary
Denise Harris - Corresponding Secretary
Hormoz Nozari - Treasurer

Trustees:

Paulette Browne
Charles Pakula
Terry Schommer
Patricia Shanley
Al Leventhal - Associate

Also present:

Mary Duffy - Assistant/Acting Director
Ian Murphy - *Head of IT*
Carol Bezkorowajny - *Head of Circulation*
Maria Arias - Bookkeeper
12 Members of the Public: (names available upon request)

1. [NOTE: PARAGRAPH NUMBERS HERE FOLLOW AGENDA PARAGRAPH NUMBERS] Following the Pledge of Allegiance, the meeting was **called to order** at 8PM.
2. **PUBLIC COMMENT:** G. Goetz, V. LaSalle, M. Dixler, P. Goetz and D. Caldwell all spoke. Comments ranged from whether Board meeting minutes were posted on the MFL website to knowing nothing about the library's temporary move from 44 Millpond Parkway ("44") to 1465 Orange Turnpike ("1465") to not wanting any taxpayers' dollars/support going toward "fighting" the staff's unionization efforts to complimenting the staff for their respect of all patrons/former patrons and their assistance to the public during the last "super storm" to a complaint that there should have been a public referendum held before the Board paid "\$30,000 to a consultant" to confusion as to whether, in fact, the Board has hired a consultant to oppose unionization efforts to knowing nothing of the library's expansion project due to the library's lack of "transparency". All members of the public were directed to the NLRB's mandated "NOTICE" posted throughout the library as to why, during a

public meeting, no Trustee or staff could engage the public's questions while an election petition was pending.

2. §.5 NOMINATING COMMITTEE. Chair, P. Browne, asked to have Nominating partially taken out of order on the Agenda and then distributed ballots to all voting Trustees asking whether or not the 3 month remaining probationary period for Associate Trustee A. Leventhal should be waived so as to allow him to be voted on as a full (voting) Trustee. (Tonight was A. Leventhal's fourth Board meeting.) Prior to the tabulation of the ballots, P. Shanley commented that she believed the ballot process called for by the Chair was not correct under her interpretation of the existing By-Laws. Nevertheless, **the Board's consensus was to have the vote go forward and A. Leventhal was elected to become a full (voting) Trustee by secret ballots.** The Chair indicated that that the remainder of her Committee report would be presented during the meeting section for all Committee reports.

3. **June 9, 2014 Meeting Minutes.** P. Browne moved to table a vote on the June Minutes due to the draft having been received hours before the meeting.. T. Schommer seconded the motion. With A. Leventhal and D. Harris abstaining, the motion was defeated by a 5-3 vote (P. Shanley, P. Browne, T. Schommer in favor). A revised third page of the draft June, 2014 Minutes was distributed. C. Pakula moved to approve the June Minutes (as revised on the third page). B. Zerner seconded the motion. With A. Leventhal, T. Schommer and D. Harris abstaining, and P. Browne opposing, the motion passed.

4. **CORRESPONDENCE.** The resignation of Trustee Erminio D'Onofrio was noted. Copies of two "comment cards" from patrons were included in the Executive Director's Report. If a patron is seeking a response to their card, their contact information is needed.

5. **DIRECTOR'S REPORT.** The balance of the Executive Director's written monthly report was then presented by Acting Executive Director, M. Duffy. M. Duffy highlighted the following portion of M. McIntosh's written monthly report: (a) patrons are using the library's temporary quarters at 1465 "in force" and find the 1465 MFL is "happy to be back at top speed"; (b) two RCLS consultants visited in mid-June and were very impressed with the staff's use of the 1465 rental space; (c) Carl Berkowitz has asked MFL to second him for his candidacy for the RCLS Board; (d) H. Nozari, as Treasurer, will be the Board representative on the staff's 401K Plan; (e) a plan is being developed to purchase e-books; (f) the monthly news letter welcomes Trustee contributions and the expanding new web site is generating a lot of feedback. It was noted during discussion that the Tuxedo library was able to obtain and distribute free Kindles to its patrons. It was suggested that we contact Amazon for donations, as to item (e). As to item (c), P. Shanley moved, and D. Harris seconded, to have MFL second Carl Berkowitz's nomination for a seat on the RCLS Board. The motion passed with P. Browne and H. Nozari abstaining.

6. TREASURER'S REPORT. H. Nozari advised that: (a) he does not believe the costs associated with the library's BJ's card are outweighed by the benefits; (b) that the HVAC grant check recently received from the State has been deposited into the expansion checking account (-4170); (c) that he will be working with our bookkeeper so as to generate a less cumbersome Cash Budget (monthly) Report that utilizes the 2014 "actual" expenses predicted by the Executive Director this year as opposed to the estimated figures that were approved by the Board in 2013 prior to MFL getting a mortgage or signing a lease; (d) at the suggestion of our bookkeeper, all YTD Cash Budgets and Net Worth Reports (Jan. – July, 2014), will need to be superseded and, accordingly, all previously prepared Reports must be tabled because they were prepared using outdated predictions of what our actual expenses would be and what amount we were going to be able to borrow to meet the "expansion" expenses; (e) a proposed "capital-expansion" budget was presented. **S. Keltai moved, and H. Nozari seconded, to adopt this budget (which would, going forward, be completely separate and distinct from the operating budget. With C. Pakula, T. Schommer and P. Shanley abstaining, the motion passed.**

7. COMMITTEE REPORTS:

EXECUTIVE COMMITTEE: President, S. Keltai advised that since the last Board meeting in June, the EC worked on getting information from our auditors on the proper handling of certain payments, on having the O&R electric meter read at 44, addressing difficulties with Hometown Bank over requisitions from Verticon, dealing with complaints about some of the "words of the day" on the new web site, wrapping up the windows grant paperwork, dealing with insurance issues for the recently donated furniture and moving the donated furniture into a warehouse until we're ready to move back into 44, addressing Hometown's request for proof of MFL being "on extension" for the filing of the 2013 990 and CHAR500 forms, ironing out a paper request from the temple concerning our ramp installation, trying to ferret out whether there was any policy or precedent established for pay increases following a former employee's departure from MFL once she got her MLS degree. **K. Demos moved, and C. Pakula seconded, to ratify the EC's "in between meeting" actions. With P. Browne abstaining, the motion passed.**

AUDIT COMMITTEE: Vice President, B. Zerner, reported on a combined Audit, Finance and Library Operating meeting which was held on June 20th. The consensus of these 3 Committees was to recommend that \$250,000 in Sterling -3551 be invested for 3 months at Greater Hudson and \$250,000 in Sterling -3551 be invested for 6 months at Berkshire. **B. Zerner moved, and A. Leventhal seconded, a motion to so invest this aggregate amount of \$500,000. The motion passed unanimously.** In between the June 20th meeting and the Board meeting, a Hometown CD -1367 matured and was moved to Sterling -4170, pending a recommendation by the 3 Committees as to where we should invest the money from Hometown for 12-13 months. The combined Committees asked that, in the future,

all "Financial Information" charts prepared and/or distributed by the Director: have a header date notation of the last day of the prior month to the chart being printed and eliminate the footer date notation as to when the chart was physically printed out. A request was made of the bookkeeper to possibly consolidate the current "Net Worth Reports" by moving all information onto the "Financial Information" chart. The combined Committees asked A. Leventhal to make a presentation on the most favorable quotation he and other Trustees and staff had received for new cables, phones, wiring, security systems, etc. for 44 once the building is renovated and expanded. H. Nozari expanded on the thought processes which came into play in proposing the capital-expansion budget, along with a request of the bookkeeper that all Financial Information charts, going forward, NOT show the Sterling -4170 account on the same charts (and/or Net Worth Reports) that were depicting the operating and investment accounts. H. Nozari commented on some of the answers he'd received from our bookkeeper regarding questionable numbers and percentages appearing on the "historical" financial reports.

STEERING COMMITTEE: Chair K. Demos handed out recent "look ahead" charts/"construction progress meeting" minutes pertaining to the expansion. **D. Harris moved, and S. Keltai seconded, to spend \$782 for cement vehicle barriers to be placed in the rear parking lot of the dry cleaners adjacent to 44 so that vehicles could not "jump the fence" and land into the children's play area which will be in the backyard of 44 once the expansion is complete. With C. Pakula opposing, the motion passed.** C. Pakula questioned what the legal ramifications/liabilities might be for MFL if we purchased the barriers for our 44 neighbor. The Sterling "collateralization" provided by that bank was outdated as of May 31, 2014. The Director will be asked to obtain "current" collateralization proof for all funds on deposit at Sterling.

BUILDING AND GROUNDS: C. Pakula, Chair, reports that Verticon's almost ready to pour all the concrete slabs and that, at the moment, the construction project is about one week behind the originally-predicted schedule.

BY-LAWS: Previously discussed (but never voted on) By-Law changes will be brought up for further discussion at the next Board meeting and the Committee will schedule a meeting before August 11th.

FINANCE: Covered under Audit.

FUNDRAISING: S. Keltai requests that all Trustees comment on her AFD (annual fund drive) draft letter so that final revisions can be made and the letter sent out.

GRANTS: A. Leventhal has begun working on the 2015 Grant application (which, largely, will encompass the entire expansion/renovation project sans the "HVAC" project and which will also include "new" items, e.g.s. "FFE" and the new phones, cables, etc. discussed above).

(heating, ventilation, air conditioning)

furniture, fixtures & equipment

LONG RANGE PLANNING. No report.

PUBLICITY: No report.

NOMINATING: Chair, P. Browne reports that two prospective Associate Trustees were to have attended tonight's meeting. One, Jose Mercado, did not show up. Lauren Drews did show up, but she left the meeting after approximately 30 minutes. **C. Pakula moved, and H. Nozari seconded, to elect Lu Liu as an Associate Trustee. With P. Browne, B. Zerner, P. Shanley and T. Schommer abstaining, the motion passed.** P. Browne will notify Lu Liu of her nomination.

8. OLD BUSINESS: (a) Discount cards. D. Harris and B. Zerner purchase more cards. (b) Discussion of ways to improve the advertisement of our public Board meetings and fact that while the meetings are "open" to the public, our doors are locked at 8 p.m. when the library closes. (c) P. Browne moves, and H. Nozari seconds, to start Board meetings at 7:30 p.m. A. Leventhal, P. Browne and H. Nozari vote in favor of the motion, but a majority of Trustees vote to oppose the motion. (d) While we remain at 1465, there's a consensus to hold the meetings in the lobby so that if anyone wishes to attend the Board meetings they will be visible to the Trustees.

9. NEW BUSINESS. None.

10. GOOD AND WELFARE. None.

11. EXECUTIVE SESSION. At 10:25, C. Pakula moved, and D. Harris seconded, to go into executive session to discuss personnel issues. At 11:25, P. Browne moved, and S. Keltai seconded, to close the executive session. As a result of the executive session, the Board approved the signing of a contract with Thomas, Drohan, Waxman, Petigrow and Mayle and the issuance of a check to a full-time employee.

12. ADJOURNMENT. P. Shanley moved, and C. Pakula seconded, to adjourn 11:35.

PLEASE NOTE: THE NEXT BOARD MEETING WILL BE ON AUGUST 11, 2014.

Respectfully submitted,
K. Demos

