

APPROVED
Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
December 11, 2017

Present:

Patricia Shanley-President
Charles LeViseur-Vice President
Diane LeViseur- Corresponding Secretary
Ann Marie Buckley- Recording Secretary
Casey Auerbach- Treasurer

Trustees:

Donna Deming
Denise Harris
Theresa Schommer
Barbara Zerner
Jack Adkins

Absent:

Elizabeth Walsh

Also present:

Marilyn McIntosh- Exec Director
Library Staff

Members of the Public

1. Call to Order and Pledge of Allegiance at 8:02pm by Pat Shanley. A quorum was present.
2. MOTION made by D. LeViseur, 2nd D. Harris to Adopt the Agenda. MOTION approved unanimously.
3. MOTION made by B. Zerner, 2nd T. Schommer to approved the November meeting minutes. 8 approved, J. Adkins, D. Harris abstain. MOTION approved.
4. Public Comments-
 - a. M. McIntosh to reach out to incumbent Town Supervisor regarding the \$10k debt owed to the MFL.
 - b. Positive comments on Library programs
5. Directors Report- Highlights
 - a. Toys for Toys bin filled. Community desire to have the toys locally distributed.
 - b. M. McIntosh attended a seminar addressing new regulations on Paid Family Leave.
 - c. M. Quarles is working on hiring a part time replacement for the children's department
6. Committee Reports
 - a. Nominating- C. Auerbach, D. Deming, P. Shanley, and B. Zerner have all expressed a desire to run again for Board positions. A vote will be held in January.
 - b. Building & Grounds

- i. WK Mechanical will be providing quarterly preventive maintenance for \$1,908.
 - ii. Tom Christopher, BOCES Electrician, will use electricity from the Friends Building to light up the outside flag.
 - iii. Snow removal contract confirmed for plowing, shoveling, and salting at a cost \$125. each.
 - iv. 2018 goals- Address the need for a specific space for community events including the outside rear area.
- c. By-Laws – no meeting nothing to report. 2018 topics to address- term limits and trustees being voted on by the public.
- d. Treasurer Report
 - i. C. Auerbach to handle Warrant Audits
 - ii. C. Auerbach discussed Cash Budget and Net Worth Reports for January 2017 through November 2017.
 - iii. C. Auerbach is working with A. Carver regarding data migration issues
 - iv. MOTION by C. Auerbach, 2nd by D. Deming, based on all work done and warrant audit completed to accept the Financial Statements for July, August, September, October, and November 2017 reports. 9 approved, B. Zerner abstained. MOTION approved.
- e. Finance
 - i. Engagement letter received from L. Pitt's office for \$9,750. for work done on audits. Moving forward, fee should be lower due to work needed in 2018.
 - ii. Committee will continue to meet and assess financial controls.
 - iii. 2018 goals to increase transparency.
- f. Fund Raising-
 - i. M. Turner worked hard on the Holiday Boutique and Bake Sale and raised \$314, even though it was shortened by the snow.
 - ii. 50/50 raffle- \$499 was won by Jean Donofrio
 - iii. J. Movrich raised \$650.50 at yard sale
 - iv. D. LeViseur sent pictures she had taken at the Holiday percussion recital to A. Carver for the MFL website.
 - v. A Spring program is in the beginning planning stages.
- g. Good and Welfare
 - i. D. LeViseur created "thank you" notes with the MFL library, printed by Vistaprint.
 - ii. P. Shanley in the RCLS newsletter for her recent Award.
 - iii. February training will be held at the Valley Cottage Library for Trustees.
- h. Grants-
 - i. RCLS newsletter mentioned ALA in collaboration with Dollar General is offering a grant to encourage literacy for adults. M. McIntosh and D. Harris to design a program to fit the grant requirements.
 - ii. Thank you to T. Schommer for the grant work for the upcoming summer program, Peter and the Wolf.

- iii. Children's author of The Blue Songbird, Vern Kousky, to do a book signing. Children will have the opportunity to meet the composer and learn about musical instruments.
 - iv. \$3801. Grant is being submitted for the Music at the Library program. A determination will be announced in March 2018.
 - v. Outreach is being made to book publishers, Running Press, to sell signed books to fund raise for MFL.
 - i. Library Operating-Union negotiations ongoing. Next meeting 12/14/17.
 - j. Public Relations- A suggestion to have a story sent to the Photo News regarding the Flag Pole installation.
 - k. Long Range Planning- No report
 - l. Special Committees- No report
7. Old Business- No report
8. New Business- No report

MOTION by C. LeViseur, 2nd C. Auerbach to adjourn the meeting at 9:07 pm. MOTION approved unanimously.

Next Board Meeting scheduled for Monday, 1/08/2018