

**Approved**  
Board of Trustees  
Monroe Free Library  
Minutes of Monthly Meeting  
October 16, 2017

Present:

Patricia Shanley-President  
Charles LeViseur-Vice President  
Diane LeViseur- Corresponding Secretary  
Casey Auerbach-Treasurer

Trustees:

Donna Deming  
Jack Adkins  
Denise Harris  
Elizabeth Walsh  
Theresa Schommer

Absent:

Barbara Zerner  
Ann Marie Buckley-Recording Secretary

Also present:

Marilyn McIntosh- Exec Director  
Bookkeeper – Laura Grisar  
Members of the Public

1. Call to Order and Pledge of Allegiance at 8:04pm by Pat Shanley. A quorum was present
2. MOTION made by C. Auerbach, 2<sup>nd</sup> D. Deming to Adopt the Agenda. MOTION approved unanimously.
3. MOTION made by D. Deming, 2<sup>nd</sup> C. LeViseur to table the approval of the September meeting minutes since final was not prepared. MOTION approved unanimously.
4. Public Comments-Gentleman questioned whether or not a MFL rep attends the RCLS meetings.
5. Directors Report- Highlights include: Virtual Reality Dance Card created by Alex, will be rolled out soon; Alex and Terry have created posters etc to remind people to 'Flip the Ballot' ; 2 new people in Reference; Larkin grant check should be coming soon; nominated Mary Duffy to be on the Chamber of Commerce.
6. Treasurer's Report- MOTION by C. Auerbach, 2<sup>nd</sup> D. Harris to table the Financial reports until he can review and adjust statements. MOTION approved unanimously. Committee is working with Steve Hofer and the Laura Grisar, reviewing balance sheets, trend analysis. Marilyn offered 2/15/18 as the next Audit date, Casey suggested making it a tentative date pending Fee estimate from the Auditors. Casey mentioned we need to be better with Cash budgets. Casey found that because we switched bookkeepers and banks, there are a few discrepancies, i.e. no mortgage statements, therefore, July through September are tabled.

## 7. Committee Reports

- a. Nominating- No meeting yet; Casey, Donna, Charlie and Pat submitted their intentions to run again/keep current positions
- b. Building & Grounds-
  - i. Repairs to take place before the winter months. WK Mechanical has submitted estimate of \$2680 to fix everything, Board gives go-ahead.
  - ii. Boy Scout project – he has to get resigned forms, still waiting for his approval, work to start probably in Spring.
  - iii. Charlie asked about creating a sub committee called Technical Support, to support Alex and staff; wants to create collaboration software so everybody can be on the same platform. As a subcommittee, wouldn't need to be put into By-Laws; could be a subcommittee of Finance, Library Operating, Long Range Planning.
- c. By-Laws – no meeting nothing to report
- d. Finance- time yielded to Audit Committee MOTION by D. Harris, 2<sup>nd</sup> C. Auerbach to approve the 2016 Audited Financial statement. MOTION approved.
- e. Fund Raising- Music Program and Bake Sale made \$201. Diane suggested Dr. Charles Holmes program from NASA. Contacted Ken McNally to possibly do a sing-a-long program for adults. Andres can supply 'light jazz' for the Holiday Boutique.
- f. Grants-Terry discussed a Music grant that will allow her son's quintet to perform in the summer. Marilyn suggested this will work great with the Summer Reading program, this year's theme '*Library's Rock*'.
- g. Library Operating
  - i. No report, AnnMarie absent
- h. Public Relations- Photo News release for Pat and Marilyn; working on Nov 7 election paperwork/press releases
- i. Long Range Planning- perhaps a meeting with Chalrie about Tech Subcommittee idea
- j. Special Committees- Tech Subcommittee
- k. Old Business- RCLS Budget-no one attended their info meetings, MOTION by P Shanley, 2<sup>nd</sup> E Walsh to approve the 2018 RCLS budget of \$4,764,197. MOTION approved.

8. New Business – Joy's last day Oct 24, Board to send dinner to her house

MOTION by C. LeViseur, 2<sup>nd</sup> T Schommer to adjourn the meeting at 9:36 pm. MOTION approved unanimously.