

Approved
Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
September 11, 2017

Present:

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

Trustees:

Donna Deming
Jack Adkins
Barbara Zerner
Denise Harris

Absent: Elizabeth Walsh
Theresa Schommer

Also present:

Marilyn McIntosh- Exec Director
Mary Duffy- Ass't Director
Auditors-Loreli Pitt, Deana Dovico
Members of the Public

1. Call to Order and Pledge of Allegiance at 8:00pm by Pat Shanley. A quorum was present
2. MOTION made by C. LeViseur, 2nd D. Harris to Adopt the Agenda. MOTION approved unanimously.
3. MOTION made by AM Buckley, 2nd D. Deming to approve the August meeting minutes. 8 approved, C. Auerbach abstained. MOTION approved.
4. Public Comments- Hudson Opera Theatre will be performing Romeo & Juliet on Sat 9/16 and Sun 9/17.
5. Directors Report- Highlights include: Solar Eclipse program on 8/21 was a true community event; Petitions have been turned in and are up for a vote at the Town board meeting on Monday 9/18; a new bookkeeper was hired-she is also working at the Stony Point Library; Pat Shanley has been named Trustee of the Year; Verticon/ Alan Zuckerman has reached out to Best Mechanical regarding the HVAC/roof issue without success; last piece of information submitted for the Larkin grant which was designated for the Circulation and Children's desks-the grant will be used to reimburse the monies previously spent on both desks.
6. Treasurer's Report- MOTION by C. Auerbach, 2nd D. Deming to table the August Financial report. MOTION approved unanimously. Committee is working with RCLS and the new MFL bookkeeper, during the week of 9/18, to ensure best practices moving forward.

7. MOTION by C. Auerbach, 2nd D. LeViseur to adjourn to Executive Session at 8:19pm. MOTION approved unanimously.
8. MOTION by C. LeViseur, 2nd D. Harris to end Executive Session and return to meeting at 8:39pm. MOTION approved unanimously.
9. MOTION by C. Auerbach 2nd D. Deming, to retroactively reimburse employee D \$398.95 and employee E \$627.98. Also to forgive employee E \$1,043.60 owed to MFL. MOTION approved unanimously.
10. Committee Reports
 - a. Nominating- Suggestion to source potential trustees for 4 expiring terms and reassess interest in current trustees remaining.
 - b. Building & Grounds-
 - i. Bid sent out for repairs on the condensation and gas piping on the roof. Repairs to take place before the winter months. WK Mechanical has submitted a bid, 2 more are recommended.
 - ii. MOTION by C. LeViseur, 2nd C. Auerbach that the Building and Grounds committee has the freedom to act on the above mentioned repairs with a cost of \$3000 or less. MOTION approved unanimously.
 - iii. Library entryway door was broken and will cost approximately \$400 to repair. MOTION by C. LeViseur, 2nd C. Auerbach, to give the Building and Grounds committee the freedom to coordinate repairs if less than \$600. MOTION approved unanimously.
 - c. By-Laws
 - i. MOTION by C. LeViseur, 2nd D. Harris, to add the following to the beginning of Article III, Section 1 to read "All actions of the Board shall be of the Board as a unit. No Board members shall act on behalf of the Board, on any matter, without prior approval of the Board, except where specified by Library Operating policies. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the Library, nor, as an individual, command the services of any library employee." MOTION approved unanimously.
 - ii. MOTION by D. Harris, 2nd C. Auerbach, to change Article III, Section 5. Removal of Trustees, to read: 1. A Trustee who misses three (3) consecutive Board meetings in any calendar year shall be subject to removal. 2. A Trustee may also be removed for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose, pursuant to NY Education Law Section 226, subdivision 8 (see Appendix). In the event that the Board seeks to remove a Trustee for the above-mentioned reasons, the following procedures are employed: **a.** A written complaint to remove a Trustee from office must state the factual basis for removal, and be submitted for a Resolution to remove by the Board. All proceedings for Resolutions to remove and for the actual removal of Trustees shall remain confidential within the Board. **b.** A Trustee who is subject to removal is entitled to written notice, including a

copy of the complaint and delivered at least seven (7) days prior to the meeting at which the Resolution is to be considered Laws. MOTION approved unanimously.

iii. MOTION by D. Harris, 2nd C. LeViseur, to completely remove Article III, Section 3 Absenteeism and renumber the remainder of Article III. MOTION approved unanimously.

d. Finance- time yielded to Audit Committee and discussion of the 12/31/16 audit. MOTION by D. Deming, 2nd C. Auerbach to approve the 12/31/16 audited Financial statement. 8 approve, B. Zerner abstain. MOTION approved.

e. Fund Raising-Yard Sale Saturday 9/16; Music Program and Bake Sale Sunday, 9/24

f. Grants-N/A

g. Library Operating

i. MOTION by AM Buckley, 2nd J. Adkins to accept the Community Room Policy as presented. MOTION approved unanimously.

h. Public Relations- Photo News release; completed program for Music event at MFL on 9/24.

i. Long Range Planning- N/A

j. Special Committees- setting a date for discussions on upcoming Union negotiations.

11. Old Business- Bill submitted for payment from Laura Wong-Pan for legal services rendered 4/2/17-4/17/17 in the amount of \$7,580. MOTION by B. Zerner, 2nd D. LeViseur to pay above bill. MOTION approved unanimously.

12. New Business – Narcan article; OLA sponsored author talk, Underground Railroad, at JF Baker HS, Tuxedo Park on 9/23 at 3pm.

13. Good and Welfare- Congratulations again to B. Zerner on the birth of her grandson; all MFL fines collected between 9/11/17-9/17/17 will be donated to the Scholarship fund for surviving children of 9/11 victims.

MOTION by C. LeViseur, 2nd D. LeViseur to adjourn the meeting at 10:13pm. MOTION approved unanimously.