

DRAFT
Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
April 9, 2018

Present:
Patricia Shanley-President
Charles LeViseur-Vice President

Absent:
Elizabeth Walsh
Jack Adkins
Casey Auerbach
Diane LeViseur

Trustees:
Donna Deming
Denise Harris
Theresa Schommer
Barbara Cullum
AM Buckley

Also present:
Marilyn McIntosh-Exec Dir
Mary Duffy- Ass't Dir
Library Staff

1. Call to Order and Pledge of Allegiance at 8:10pm by Pat Shanley. A quorum was present.
2. Introduction of new library employees Kaylee Valentin and Dianne Kenny.
3. MOTION made by AM Buckley, 2nd D. Deming to Adopt the Agenda with the exclusion of Executive Session. MOTION approved unanimously.
4. MOTION to break for Executive Session for Library Operating Committee at 8:25pm by D. Deming, 2nd B. Cullum. Approved unanimously.
5. MOTION to return to Board Meeting at 8:42 by C. LeViseur, 2nd T. Schommer. Approved unanimously.
6. MOTION by AM Buckley, 2nd D. Harris to approve the recommendation of the Library Operating Committee of a salary increase to Employee 'A' of 5% effective 1/1/2018. Approved unanimously.
7. March Board Minutes tabled until May Board meeting.
8. Public Comments- N/A
9. Directors Report- Highlights
 - a. Bookkeeper Laura Grisar resigned effective 4/10/18.
 - b. Backyard project beginning. Information and bids being gathered. Town Board involvement being determined.
 - c. Yard Sale and Library Week discussed
 - d. User Behavior Policy with new 'Noise' verbiage to be submitted to Board
10. Treasurer's Report-N/A
11. Committee Reports
 - a. Nominating- E. Walsh resigned verbally to M. McIntosh. A letter from Board President will be sent thanking Ms. Walsh for her service.
 - b. Building & Grounds- Improvements and additions to Long Range Plan to include:
 - i. Purchase of solar panels

- ii. Solar panel Powerwall (battery). Looking into NYS Construction Grant for purchase assistance.
- c. By-Laws – Changes:
 - i. Article V- Committees. Addition to the By-laws job description to read: *The By-Laws Committee is responsible for updating the Word version as changes are made, and creating and submitting a new version to the Executive Director and IT Manager for posting to the web site.* MOTION to approve by T. Schommer, 2nd D. Deming. Approved unanimously.
 - ii. Article VII- Meetings, Section 5, Quorum. Modification to read: *A meeting shall not be called to order unless there is a quorum and Board members must be present to vote. For Monroe Free Library, a quorum currently consist of six (6) Trustees. Education Law 226(1) states that a “majority of the whole number of (trustees, regardless of vacancies) shall be a quorum.”* Note: Teleconferencing does not meet the requirements of the Open Meetings Law. Videoconferencing (e.g. Skype) is permitted, but videoconferencing sites must be open to the public and cited in the notice of the meeting. Proxies do not meet the requirements of the law. MOTION to adopt language by C. LeViseur, 2nd D. Harris. Approved unanimously.
- d. Finance
 - i. MOTION by D. Harris, 2nd C. LeViseur to move \$203,300.80 from Hudson Heritage FCU to Greater Hudson Bank into a 14 month CD. Approved unanimously.
 - ii. MOTION by C. LeViseur, 2nd D. Deming to withdraw \$275,000 and roll into a 6 month CD at Greater Hudson Bank. Approved unanimously.
- e. Fund Raising-
 - i. Working on MFL bags and a plan for fund raising for Children’s programs
- f. Grants
- g. Library Operating- MFL Policy review to begin with May Board meeting.
- h. Public Relations-N/A
- i. Long Range Planning-N/A
- 12. Special Committees-N/A
- 13. Old Business- N/A
- 14. New Business-
 - i. Congratulations to Mary Duffy for editing the RCLS Bestseller List.
 - ii. New email addresses for Trustees being created with @mfl-trustees.com being used.
- 15. Good and Welfare- C. LeViseur to potentially run for RCLS Trustee position MOTION by C. LeViseur, 2nd D. Harris to adjourn the meeting at 10:13 pm. Approved unanimously.

Next Board Meeting scheduled for Monday, 5/14/18