

DRAFT
Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
May 14, 2018

Present:
Patricia Shanley-President
Diane LeViseur-Corresp Secretary

Trustees:
AnnMarie Buckley
Denise Harris
Theresa Schommer

Absent:
Liz Walsh
Jack Adkins
Charlie LeViseur
Donna Deming
Barbara Cullum

Also Present:
Marilyn McIntosh-Exec Dir
Mary Duffy - Ass't Dir
Lorelei Pitt - Auditor
Dina Dovico - Auditor

1. Call to Order and Pledge of Allegiance at 8:10pm by Pat Shanley. A quorum was present.
2. Introduction of new library employees Susan McCosker, Bookkeeper
3. Public Comment: 1 comment by audience member
4. MOTION made by Denise, 2nd Casey to adjust the agenda to move Audit Report to beginning of meeting. MOTION approved unanimously.
5. MOTION to accept the April minutes, made by Terry, 2nd by Denise. MOTION approved unanimously.
6. Audit Report: No deficiencies in controls, no pending litigations.
 - a. 1 change: adding footnote to financial statement re: tax returns, due Tues may 15th.
 - b. Changes made to pages, 7, 10
 - c. Marilyn signed 'permission to efile'
 - d. MOTION to accept the Audit Report, made by Casey, 2nd by Denise. MOTION approved unanimously.
7. Directors Report- Highlights
 - a. Budget: To override the tax cap, language: *"Whereas, the adoption of the 2019 budget for the Monroe Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of trustees of the Monroe Free Library voted and approved to exceed the tax levy limit for 2019 by at least the sixty percent of the board of trustees as required by state law on January 11, 2016.*
 - b. Union Contract – Marie Arnstein no longer works on Sunday, due to Seniority, Joanne will be in every Sunday.
 - c. Yard Sale a success
 - d. Marilyn received a 'thank you' from Chester library for helping them with 414

- e. Thank you to Mary Duffy for putting info regarding the Library in the Chamber Newsletter
 - f. Dory Houle, Village trustee met with Marilyn to discuss ways the village and library can work together.
 - g. Plans to work with Jim Nelson, village historian, to digitize local historical documents.
 - h. 2nd part of OLA grant will be forthcoming
 - i. Thank you to Pat Shanley for letter to Photo News, recognizing their achievements
 - j. 2019 Budget – same increase as last year. MOTION to accept the 2019 Budget, made by Casey, 2nd by Terry. MOTION approved unanimously.
8. Treasurer's Report-Jan-April Financials, still need adjusting, tabled for next meeting; MOTION to accept tabling the Financials, made by Casey, 2nd by AnnMarie. MOTION approved unanimously.
9. Committee Reports
- a. Nominating- Ann Metaxis introduced herself, would like a seat on the Board at some point.
 - b. Building & Grounds-
 - a. Getting quotes for the back stage area, from Fesco Fence, Trex
 - c. By-Laws – nothing to report.
 - d. Finance
 - a. Already discussed by Casey
 - e. Fund Raising-
 - a. Working on MFL bags and a plan for fund raising for Children's programs
 - b. \$175 in Go Fund Me page for Summer program
 - c. As of this meeting, 7 tickets sold, \$140 for plane ticket raffle
 - f. Grants – Denise to speak with Marilyn
 - g. Library Operating-

Gift policy: verbage to say: *Individual staff members cannot accept monetary gifts.*
 MOTION to accept the change, made by AnnMarie, 2nd by Casey. MOTION approved unanimously.

Volunteer policy: Change: take out 'time sheet', MOTION to accept the change, made by Terry, 2nd by Denise. MOTION approved unanimously.
 - h. Public Relations-reiterated 'Go Fund Me' page
 - i. Long Range Planning-library will create/distribute survey to the public
10. Special Committees-N/A
11. Old Business- N/A
12. New Business-
- a. Casey leaving Jet Blue, will receive one more set of 2 tickets
 - b. New email addresses for Trustees being created with @mfl-trustees.com being used.
13. Marilyn shared worksheet with us that she used with Staff
14. MOTION by Terry, 2nd Denise to adjourn the meeting at 10:05pm. Approved unanimously. Next Board Meeting scheduled for Monday, June 11, 2018