

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
December 14, 2015

Officers:

Kathy Demos - President
Hormoz Nozari - Vice President
Charlie Pakula - Treasurer
Sandra Keltai - Recording Secretary
Barbara Zerner- Corresponding Secretary

Trustees:

Denise Harris
Paulette Browne
Pat Shanley

Also present:

M. McIntosh - Director
M. Duffy – Assistant Director
M. Arias – Bookkeeper
M. Quarles – Head of Children and Young Adult Services.
Members of public, the Friends, CWA Union Rep. and additional staff.

Guests:

Alison Manges – Prospective Trustee
Michael Falsia- Prospective Trustee

Pledge of Allegiance

- 1) Call to Order / Attendance and Sign in Sheets:** 8:01PM
- 2) Public Comment:** J. Movrich spoke about how much M. McIntosh means to her as a great boss, friend and leader.

V. LaSalle said he hopes that if and when the director retires there is a steering committee comprised of staff, patrons, librarians, as well as board members, for the transition.

S. Stein asked if the meetings could be taped for those who can't attend.

- 3) Disposition of Minutes: MOTION** made by P. Browne and seconded by H. Nozari to accept the November minutes.
In Favor: K. Demos, H. Nozari, B. Zerner, C. Pakula, P. Browne and S. Keltai
Abstained: P. Shanley

- 4) Correspondence:** The library received a \$500 donation from a Monroe resident and author, earmarked for the Young Adult Program. Multiple "We Care What You Think" cards were read aloud.

K. Demos read a resignation letter from Associate Trustee, Elizabeth Doherty.

Steve Kalmus from Marshall Sterling informed us that 2 insurance policies were coming up for renewal on January 3, 2016.

5) Director's Reports: See attached report.

MOTION made by C. Pakula and seconded by P. Browne to accept the November 2015 'historical' Cash Budget/Net Worth Reports. **UNANIMOUS**

6) Treasurer's/Financial Committee Reports: M. Arias presented the 'Simplified' Cost of Doing Business form and bill binder summaries for November.

7) Committee Reports:

A) Executive Committee: MOTION made by C. Pakula and seconded by P. Browne to ratify the EC consensuses to approve the November 24, 2015 and December 8, 2015 Financial Transaction Authorization Forms.
UNANIMOUS

B) Steering: (combined with Buildings & Grounds)

C) Building and Grounds: P. Browne and M. Duffy are working on the Disaster Plan.

MOTION made by P. Browne and seconded by B. Zerner to purchase 2 fire extinguishers for the IT and Technical Service areas. **UNANIMOUS**

For months MFL has been trying to get quotes to make 40 Millpond Parkway usable. MFL received a quote from Goshen's FF Contracting NY Inc. of \$30,000 for asbestos removal. They do not do mold remediation. C. Pakula made a motion to knock '40' down. The motion was not seconded. Alison Manges will try to get the names of companies who presently do work for Sterling Forest Park and who might come and clean up the building at 40 Millpond Parkway..

D) Audit: The auditors who performed MFL's 2014 audit sent a quote of \$9300 to perform the 2015 audit.

E) By-Laws: Proposed change of Article VII – Meetings: Section 5. Quorum

Original: A meeting shall not be called to order unless there is a quorum. A quorum shall consist of seven Trustees.

Proposed Change: A meeting shall not be called to order unless there is a quorum. A simple majority of the then-serving Trustees of the Board shall constitute a quorum at any meeting of the Board.

MOTION made by S. Keltai, seconded by P. Browne, to accept proposed change.

In Favor: S. Keltai, K. Demos, H. Nozari, B. Zerner, C. Pakula, P. Browne and D. Harris

Opposed: P. Shanley

F) Fundraising (no report) and Grants:

M. McIntosh reported that the final paperwork for the state construction grant has been submitted and we are awaiting the go ahead to send in the three FS-10 long forms which is the last step in the process.

RCLS sent MFL a Local Library Service Aid (LLSA) Grant in the amount of \$640.

G) Library Operating and Long Range Planning:

MOTION made by C. Pakula and seconded by P. Browne to renew the Directors and Officers Policy for \$1040. **UNANIMOUS**

MOTION made by P. Browne and seconded by C. Pakula to pay the General Liability Insurance Policy of \$11,861 at a cost savings of \$386.32 from last year. **UNANIMOUS**

MOTION made by K. Demos and seconded by C. Pakula to pay Laura Wong-Pan's bill of \$5258.35. **UNANIMOUS**

There was a discussion about polishing up the Bequests/Donations Chart.

H) Public Relations: no report

I) Nominating: Alison Manges and Michael Falsia, prospective (associate) trustees, introduced themselves to the board.

At present, there is no candidate for recording secretary for 2016.

8) Old Business:

MOTION made at 10:15PM by K. Demos and seconded by C. Pakula to go into Executive Session. **UNANIMOUS**

MOTIONs made by P. Browne/P. Shanley and seconded by D. Harris to accept labor lawyer's recommendations on proposed CWA contract language regarding call back/call in pay and union access to MFL facility. **UNANIMOUS**

MOTION made by C. Pakula and seconded by S. Keltai to engage Laura Wong-Pan as MFL's new general counsel.

In Favor: K. Demos, H. Nozari, B. Zerner, C. Pakula, D. Harris, P. Shanley and S. Keltai

Opposed: P. Browne

MOTION made at 11:00PM by D. Harris and seconded by C. Pakula to close Executive Session. **UNANIMOUS**

9) New Business:

MOTION made by K. Demos and seconded by P. Browne to not video tape MFL Board meetings.

In Favor: K. Demos, H. Nozari, B. Zerner, C. Pakula, P. Browne, D. Harris and S. Keltai

Abstained: P. Shanley

C. Pakula handed in his resignation from the Board effective December 31, 2015.

10) Good and Welfare: no report

11) Open Floor Discussion: The Rotary will have a Roast Beef Dinner on Friday, January 22, 2016 for MWHS Scholarships and Make-a-Wish.

Boy Scout Troop 340 will have a Spaghetti Holiday Dinner on Saturday, December 19, from 4-7 at Sacred Heart's Chapel.

12) Adjournment: MOTION made at 11:20PM by K. Demos and seconded by C. Pakula to adjourn. **UNANIMOUS**

Respectfully Submitted,
Sandra Keltai

**Next Meeting:
January 11, 2016 immediately following the
Annual Meeting.**