

Board of Trustees  
Monroe Free Library  
Minutes of Monthly Meeting  
March 9, 2015

**Present**

**Officers:**

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

**Trustees:**

Paulette Browne  
Al Leventhal  
Denise Harris

**Excused Trustees:**

Terry Schommer  
Pat Shanley

**Also present:**

Marilyn McIntosh - Executive Director  
Mary Duffy – Assistant Director  
Maria Arias – Bookkeeper

David Cross – Representative from Union

1) **Pledge**

2) **Attendance / Meeting Called to Order at 8:01**

3) **Public Comment:** D. Cross introduced himself as a representative from the CWA Union and was attending the Board meeting to see how it was run.

4) **Disposition of Minutes....February 16, 2014**

**Motion** to accept minutes made by S. Keltai. Seconded by B. Zerner. In favor: S. Keltai, B. Zerner, K. Demos, C. Pakula, A. Leventhal, H. Nozari, D. Harris. Abstained: P. Browne.

5) **Correspondence:** Another donation was received in memory of Albert Paul Borner, III.

The Executive Director sent a letter to National Library Relocations for the 'great' job they did moving the library back to 44.

6) **Director's Report:**

a) The ED reported that within a week the professional movers moved the collection safely from 1465 back to 44.

- b) The ED acknowledged that C.Pakula and H. Nozari were a great help during the move; they were both responsive when called upon and it was much appreciated.
- c) On Wednesday, March 18<sup>th</sup> from 11:00 to 12:30 the library will be hosting a Welcome Back celebration. The MFL will officially reopen to the public at 1:00 on March 18<sup>th</sup>.
- d) The ED asked the Board to waive the requirement to use carry over vacation days by March 31<sup>st</sup> as the move has precluded the opportunity to meet this goal. The Board said they would take the issue up during the Executive Session scheduled for the end of the Board Meeting.
- e) The Annual Report to the State was submitted, as required, on March 2<sup>nd</sup>, indicating that the Board had approved it in advance on March 9<sup>th</sup>. The ED had been asked to send it in without a Board approval date because of many questions the Board wanted to address at the March 9<sup>th</sup> meeting.
- f) When asked about certain numbers on the Annual Report the ED explained that there are numbers that are already printed on the report.
- g) We do not have a Disaster Plan for the renovated library; it is a listed duty of the Assistant Director in her job description. Paulette and Mary will work on the Disaster Plan using the NYSED'S template (which was given to the Director three years ago).
- h) Although all Trustees have MFL emails some prefer to use their personal emails for library business.
- i) ED suggested that all questions pertaining to her Director's Report should be asked ahead of the Board meeting so that she will be able to address them at the meeting.
- j) The ED explained that generally there is no library programming scheduled from Mid December through January.
- k) The ED said that because our Hispanic patrons speak English it has not been necessary to provide interpreters.
- l) When asked about adult programming the ED said that all her monthly Director's Reports always contain that information.
- m) The ED explained that because of our move to 1465 and then our return to 44 and the fact that we have had the library closed during these moves our library performance statistics have been very low; hopefully these statistics will improve next year.
- n) During the Financial Information Chart presentation it was noted that the Auditors will no longer do journal entries because we now have an accountant.
- o) The ED was asked to provide the end of month value per share of our stocks.
- p) The ED was asked to close out our account #2007 at Hudson Heritage Bank with the \$5 balance.
- q) Because of an issue with the interest rate we were quoted and what we are actually getting for our money at Greater Hudson the following motion

was made:

**MOTION** made by B. Zerner to take anything in Greater Hudson Bank over \$250,000 and move it / research for the best rates to split it up. Seconded by P. Browne. Unanimous.

**MOTION** made by C. Pakula subject to audit by Donalee Berard, to accept the 2014 Historical Reports (Cash Budget and Net Worth) as presented, based upon the numbers on the Historical Reports finally matching up with the numbers on the Simplified Report. Seconded by K. Demos. In favor: C. Pakula, K. Demos, S. Keltai, H. Nozari, B. Zerner, D. Harris, and A. Leventhal. Abstained: P. Browne.

**7) Treasurer' Report:** C. Pakula reported that, per our bookkeeper's most recently revised Simplified Report, our Opening Balance for January 2014 was \$1,389,190.44 and our Closing/Ending Balance for December 31, 2014 was \$1,216,799.44.

## **8) Committee Reports:**

### **8A) EXECUTIVE COMMITTEE:**

**MOTION** made by K. Demos to ratify all consensuses (cancelled Builder's Risk and OCP insurances for 44 and reinstated 44 under the Hartford policy; cancelled Flood Insurance after FEMA map was amended; hired Mr. Hyman (Joy's husband), a/k/a BMI Decks, to move "the big stuff" from 1465; physically "moved" the 2014 and 2015 Building Fund allotments into the Sterling capital account per auditor's instructions; declined Verticon's change order requesting \$1,250 for the tackboard; processed N.A.S. Security paperwork and paid contract balance so MFL could get its Certificate of Occupancy; approved giving BRMA a \$1,000 change order credit for unanticipated surcharges from Ryan-Biggs; paid Jerry Hauls It All \$4,500; hired Culligan to attach water softener to both hot and cold water lines at 44; hired Honest and Fair to inspect frig at 44 and provide a repair estimate; paid National Library Relocations \$10,628; paid outstanding furniture bills (awaiting grant reimbursement later in the year); paid Pure Telecom balance due under 9/20/14 contracts (\$24,479.50); second-signed various other operating/capital bills exceeding \$2,500, e.g.s., Amazon, RCLS, American Book Return, United Healthcare/Oxford); name the reading Room the William Bollenbach Reading Room after the former Trustee of the MFL), made by the Executive Committee since the last Board meeting. Seconded by C. Pakula. In favor: K. Demos, C. Pakula, B. Zerner, D. Harris, H. Nozari, A. Leventhal, and S. Keltai. Abstained: P. Browne.

A problem was discussed about Jerry Hauls It All: the Board was never shown an actual proposal nor was a contract ever signed by any Board

member. Protocol was not followed with this vendor, causing havoc and commotion when payment was demanded on the spot because an EC consensus could not be obtained.

## **8B) STEERING COMMITTEE/BUILDINGS and GROUNDS**

C. Pakula stated that the Town is not doing its job plowing the driveway at 44.

Our hired contractor is doing his job of shoveling the side walks at 44 and 40.

Culligan has not finished their job.

There are some problems in one of the bathrooms; leaking faucets and toilets. These issues must be corrected before March 18<sup>th</sup>. Verticon must be notified with a copy to Lisa Hayes.

Honest and Fair had been called to check on our refrigerator that was not working. We needed a statement from them for the cost of the repair. It has today been determined that we should be looking to purchase a new refrigerator as the repair estimate is over \$700.

**MOTION** made by B. Zerner to spend up to \$800 for a new refrigerator. Seconded by P. Browne. Unanimous.

## **8C) AUDIT:**

It has been noted the:

Checks were signed in excess of \$2500 without 2 signatures and no EC consensus.

We are not getting completed sheets of all checks being written out.

Transfer fund forms are not being filled out and no consensus from the EC.

There seemed to have been a misunderstanding as to procedure regarding policy with checks and money transfers:

Every check or transfer must be documented

There must be 2 signatures on every check / transfer over \$2500 (one "staff" signature [ED or Assistant Director] and one "Board" signature [President or Treasurer]).

Checks should never be made out to cash.

An EC consensus must be given for every check / transfer written for over \$2500.

At 9:59, D. Harris left the meeting.

## **EXECUTIVE SESSION:**

**MOTION** made by K. Demos to go into ES at 10:00. Seconded by S. Keltai.

Unanimous.

**MOTION** made by A. Leventhal for the year 2015 that all accrued and unused 2014 vacation days, up to 5 days, may be used by 12/31/2015. Seconded by C. Pakula. In favor: A. Leventhal, C. Pakula, K. Demos, H. Nozari, P. Browne, and S. Keltai. Abstained: B. Zerner.

**MOTION** made at 10:38 by P. Browne to close ES. Seconded by K. Demos. Unanimous.

**8D) BY-LAWS:** A meeting will be set up for early April.

**8E) FUNDRAISING/GRANTS:**

C. Pakula noted that the Board decided not to sell any Discount Cards this year, however it was suggested that we do sell a few as there are patrons that like to purchase them.

**MOTION** made by C. Pakula to purchase and sell 25 Discount Cards. Seconded by B. Zerner. In favor: C. Pakula, B. Zerner, K. Demos, S. Keltai, H. Nozari. Opposed: A. Leventhal, P. Browne.

At 10:45 P. Browne left the meeting, at which point, there was no longer a quorum of the Board.

**8F) NOMINATING – No report**

**8G) LIBRARY OPERATING/LONG RANGE PLANNING:**

A meeting is set up for March 13, at 4:00, at Panera.

**8H) PUBLIC RELATIONS:**

**T. Schommer** sent out a Press Release to the Photo News and the Times Herald Record which will give MFL a big write up prior to our 'Welcoming Home' Event on March 18<sup>th</sup>.

B. Zerner suggested that we advertise for new trustees in the newspapers: Photo News and Times Herald Record.

**9) Old Business:**

B. Zerner suggested that the library purchase note cards for the corresponding secretary to use when sending correspondence from the Board. B. Zerner will research cost of note cards.

**10) New Business: None**

**11) Good and Welfare:**

Glad Al made it to the Board meeting after his accident.  
Wishing Hormoz safe travels.  
Wishing Charlie a Bon Voyage  
Congratulations to Sandra on the upcoming marriage of her son,  
Jonathan

**12) Adjournment:** Consensus made to adjourn at 11:19.

Respectfully submitted,  
Sandra Keltai

**REMINDER:** Next Month's Board Meeting will be on April 13th,  
2015, at 8:00PM. 😊