

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
May 21, 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
Terry Schommer
Pat Shanley
Denise Harris

Also present:

Marilyn McIntosh - Executive Director
Mary Duffy – Assistant Director
Maria Arias – Bookkeeper
Carol Bezkorowajny – Head of Circulation

Guests:

Joseph Schaefer – Edward Jones
Michael Bausk – Merrill Lynch

- 1) **Pledge of Allegiance**
- 2) **Attendance / Meeting Called to Order at 8:00**
- 3) **Public Comment: None**
- 4) **Disposition of Minutes....April 13, 2015**

B. Zerner presented April Minutes

Motion to approve made by: S. Keltai

Seconded by: H. Nozari

In favor: K. Demos, S. Keltai, A. Leventhal, T. Schommer, P. Shanley, C. Pakula,
B. Zerner and H. Nozari.

Abstained: P. Browne

The May 6, 2015 Special Meeting Minutes were tabled until the June meeting.

5) Joint Executive Committee and Steering Committee Report/Ratification of Consensuses:

MOTION A: Ratify consensus to move forward with Paychex on implementing a “time clock” program, initially only for management until union contract is approved.

ALL MOTIONS TO RATIFY MADE BY K. Demos AND SECONDED BY S. Keltai unless otherwise noted.

In favor: K. Demos, S. Keltai, P. Browne, B. Zerner, C. Pakula, H. Nozari and A. Leventhal.

Opposed: P. Shanley

Abstain: T. Schommer

MOTION B1: Ratify consensus to distribute Aflac overpayment checks to M. Quarles and M. Duffy. **UNANIMOUS**

Note: M. Quarles has requested calculations information.

MOTION B2: To implement the February 16, 2015 decision to give M. McIntosh her bonus check for her work in procuring RCLS and “Larkin” Grants. **UNANIMOUS**

MOTION C: Ratify consensus to allow C. Colella and M. McIntosh to submit voluntary Aflac payment plan subject to Board’s approval of proposed plan.

UNANIMOUS

MOTION D: Ratify consensus for M. McIntosh to date all 3 signed Certificates which RCLS requires to comply with the State’s new “Efficiency” requirements.

UNANIMOUS

MOTION E: Ratify consensus to close “municipal” account at Sterling National and open a “private, NFP, corporate” account money market IF higher interest rate.

Opposed: **UNANIMOUS**

MOTION E1: Made by P. Shanley to put money back temporarily into a “municipal” account at Sterling until the next board meeting. Seconded by H. Nozari.

In favor: P. Shanley, H. Nozari, K. Demos, S. Keltai, P. Browne, C. Pakula and P. Browne

Opposed: A. Leventhal

Abstain: B. Zerner

Note: On two separate occasions, and with two different bankers, Sterling had indicated a regular corporate money market account would yield .449 interest, as opposed to the .15 rate being paid on the “municipal” account. Days after opening the regular corporate money market, the bank alerted M. McIntosh it would only pay .01.

MOTION F: Ratify consensus to use Greenhill to service the new phone system.

In favor: K. Demos, S. Keltai, B. Zerner, P. Browne, H. Nozari, P. Shanley, T. Schommer and C. Pakula.

Abstain: A. Leventhal

MOTION G: Ratify consensus approving revised 2015 Budget.

In favor: T. Schommer, B. Zerner, P. Browne, K. Demos, S. Keltai, H. Nozari, C. Pakula and A. Leventhal.

Abstain: P. Shanley

MOTION H: Ratify consensus to change September Board Meeting date to third Monday. **UNANIMOUS**

MOTION Ia: Ratify consensus to pay labor lawyer's bill (over \$2,500). **UNANIMOUS**

MOTION Ib: Made by K. Demos to approve the Financial Transaction Authorization Form requested by the Assistant Director on 5/15/15 authorizing our Treasurer to date his approval today and make the requested, internal Greater Hudson Bank transfer (money market to checking). Seconded by H, Nozari.

In favor: K. Demos, H. Nozari, B. Zerner, C. Pakula, T. Schommer, P. Browne, P. Shanley, S. Keltai

Abstain: A. Leventhal

MOTION J: Ratify consensus to NOT move amount recommended by Treasurer (\$250,000) to Berkshire Bank for 7 months @ .45, but rather to Hudson Valley FCU for 2% for 2 years. **UNANIMOUS**

MOTION K: Approve letter drafted by Richard Guertin to Peter Martin. **UNANIMOUS**

MOTION L: Approve a new Proposal from Ambient and authorize signing of the contract for a hazmat survey once an amended quote re: 40 Millpond Parkway to include testing for toxic mold is received. **UNANIMOUS**

Note: M. McIntosh and P. Browne to research whether prior asbestos reports exist for 40 Millpond parkway.

MOTION M: Defer consideration of Verticon Change Order (\$7,969) and Butler Rowland Mays Change Order (\$2,406.18) until 6/8/15 Board meeting. **UNANIMOUS**

Note: Verticon has indicated that they 'forgot' to include over \$7900 in previous bills to MFL and the Architects are now asking for money for their structural engineer. Because there are several outstanding deficiencies in the library, including a dangerous situation in the back of the building, identified by the ED and library staff that must be corrected, M. McIntosh will draft a letter to the two

parties that if they do not address these outstanding construction issues MFL will use the money owed them to pay for the corrections.

6) Director's Report:

Note: The Director gave her Report at the May 11th, 2015 Steering Committee Meeting which was convened when there was no quorum for the regular Monthly Board Meeting.

MOTION: Made by K. Demos to table the Director's January – April "historical" Reports. Seconded by S. Keltai. **UNANIMOUS**

At 9:30 P. Browne left the meeting and D Harris joined the meeting.

MOTION: Made by K. Demos to ask the Finance, Audit and Library Operating Committees to review the Director's 2016 Budget Proposal with an amendment to seek an approximate \$30,000 increase, and to report back to the Board. Seconded by C. Pakula.

In favor: K. Demos, C. Pakula, T. Schommer, B. Zerner, S. Keltai, H. Nozari, D. Harris

Opposed: A. Leventhal

Abstain: P. Shanley

Six Tree Issue: As there is no room for planting 6 trees in the rear of 40 Millpond Parkway and as MFL has already planted 3, Gary Parise, Chairman of the Planning Board, has indicated that MFL can put in shrubs in the 'rocky' areas when coming into the driveway. MFL must get this in writing.

7) Treasurer's Reports: (including "simplified" Cost of Doing Business Reports from January to April; Finance "Committee" Report and Recommendations).

"Simplified" Reports are tabled to the June meeting.

MOTION: Made by K. Demos to move \$210,000 from Greater Hudson Bank to Trustco at the end of June. Seconded by S. Keltai.

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

Opposed: A. Leventhal

MOTION: Made by K. Demos to leave \$250,000 in Greater Hudson Bank at .6% and an additional \$89,841.95 at .3% temporarily. Seconded by S. Keltai. **UNANIMOUS**

8) PRESENTATIONS FROM EDWARD JONES AND MERRILL LYNCH:

9:10 P.M. - 9:30 P. M. - overview of staff's 401K

9:30 P.M. – 9:50 P.M. – overview of board's 3 donated investments (Legg Mason [1] and Tri Continental [2])

The purpose of the meeting was for the presenters to get and give generalized information only and what fees would be charged if the Board moved its donated Legg Mason and/or Tri-Continental investments into a brokerage account with their companies.

The staff will schedule in depth meetings with the presenters and the Board will follow-up with the presenters at a later date on their recommendations/suggestions on how we might invest the donated investments.

9) COMMITTEE REPORTS

9A) NOMINATING: No report

9B) STEERING COMMITTEE/BUILDINGS and GROUNDS: three estimates received to replace roof at 40 Millpond Parkway. Email received this date from architects to be forwarded to entire Board by S. Keltai.

9C) AUDIT: Auditors waiting on final resolutions of Aflac issues.

9D) BY-LAWS: S. Keltai will schedule meeting.

9E) FUNDRAISING/GRANTS:

Bookends Project

Silent Auction Project

P. Shanley has filed info re: HVAC Grant

D. Harris has already donated some bookends

C. Pakula has 50 Discount Cards available

9F) LIBRARY OPERATING/LONG RANGE PLANNING: A. Leventhal discussed the Strategic Planning for Results manual and his and M. McIntosh's meeting with Robert Hubsher of RCLS. Focus Groups must be formed.

MOTION: Made by A. Leventhal and seconded by H. Nozari to suspend implementation of the Board's 2015 Aflac contributions and medical/dental buyouts decisions for management only until such time as a union contract is approved so as to provide parity between union and management staff.

In favor: A. Leventhal, H. Nozari, P. Shanley, T. Schommer, C. Pakiula,
D. Harris, S. Keltai and B. Zerner
Abstain: K. Demos

9G) PUBLIC RELATIONS: No report

10) CORRESPONDENCE: Thank you from P. Browne

10.5) NEW BUSINESS: Chase's Marcia Borkowsky has a "reading" dog (Standard Poodle, Theo) who can volunteer once a month, ph. # 783.8789.

11) OLD BUSINESS:

- a) Many promising resumes have been received for the part-time Teen Coordinator position created by the Board.
- b) Taxable medical/dental "buyouts" (1st half of 2015) are to be paid on 6/1.
- c) The Yard Sale is a MFL event and J. Movrich must be paid and insured as the event's organizer and manager.
- d) An insurance Acord Certificate has been obtained for the March of Dimes Walk scheduled for next month.

12) GOOD and WELFARE: Welcome back P. Browne and H. Nozari

13) OPEN FLOOR DISCUSSION: None

14) ADJOURNMENT:

Motion to adjourn at 11:15 P.M. by B. Zerner, seconded by S. Keltai. UNANIMOUS

Respectfully Submitted,
Sandra Keltai

**REMINDER; Next month's Board Meeting will be on June 8, 2015
at 8PM.**

favor: S. Keltai, B. Zerner, K. Demos, C. Pakula, A. Leventhal, H. Nozari, D. Harris. Abstained: P. Browne.

10) **Correspondence:**

6) Director's Report:

7) Treasurer' Report:

8) Committee Reports:

8A) EXECUTIVE COMMITTEE:

8B) STEERING COMMITTEE/BUILDINGS and GROUNDS

8C) AUDIT:

8D) BY-LAWS:

8E) FUNDRAISING/GRANTS:

8F) NOMINATING – No report

8G) LIBRARY OPERATING/LONG RANGE PLANNING:

8H) PUBLIC RELATIONS:

9) Old Business:

10) New Business: None

11) Good and Welfare:

12) Adjournment: Consensus made to adjourn at .

Respectfully submitted,
Sandra Keltai

REMINDER: Next Month's Board Meeting will be on June 8,
2015, at 8:00PM. ☺