

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
November 19, 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

Absent:

Pat Shanley - Trustee
Elizabeth Doherty - Associate Trustee
Marilyn McIntosh – Director

Also present:

M. Duffy – Acting Director
C. Bezkorowajny – Head of Circulation
M. Arias – Bookkeeper
M. Quarles – Head of Children and Young Adult Services
Members of Public and additional Staff

Pledge of Allegiance

- 1) **Meeting began at 8:03PM with an “alternate agenda”. At 8:25PM the meeting was called to order when there was a quorum present and then the meeting continued following a “regular agenda”. Attendance Sheet**
- 2) **Public Comment:** In response to questions asked during “Public Comment” portions of previous board meetings, K. Demos: handed out a ‘Salary and Raises’ information sheet; noted that according to the head of RCLS, R. Hubsher, the average age of RCLS Library Trustees in the 47 library system was over 60; noted that the minimum monthly retainer for MFL’s labor lawyer to deal with union negotiations was \$2598.35, with an additional cost to the library of \$10,756.56 for the ‘special election’ litigation necessitated by the Town Board’s not filing in time to get MFL’s 2016 budget proposition on the ballot for the general election.
- 3) **Disposition of Minutes: MOTION** made by K. Demos and seconded by C. Pakula to accept the September minutes with corrections. **UNANIMOUS NOTE:** Without a quorum, there was no official October Board meeting; no matters could be voted on and accordingly, no Minutes were taken.
- 4) **Correspondence:** B. Zerner read a Memorandum of Communication she wrote in response to criticisms the Board of Trustees have been receiving at the monthly Board meetings from the Public.

M. Duffy read many positive comments from the 'We Care What You Think' handouts.

A note of congratulations from former Trustee, C. Hilliard, to M. McIntosh for her receiving recognition from Senator Larkin.

A thank you letter to C. Bezkorowajny from the Board of Directors of the Community Foundation was read aloud for her spearheading the yearly 911 Memorial contributions from MFL, which sent 2015's generous donation of \$641.26 to the Washingtonville 5 WTC Firefighters Memorial Fund.

K. Demos received a follow-up email from Lynne Webb of the Department of Library Development (DLD) regarding the telephone conference (10/26/15) she had had with her and others in response to comments made on-line about the Trustees of the MFL at the September Board meeting. (The hour long conversation covered 10 such comments in great detail and more.) In Webb's email, it was suggested that:

- 1) MFL should amend Article 1 of our By-Laws to reflect that MFL amended its Charter. NOTE: Such an amendment had been presented to the Board prior to the 10/26/15 telephone conference call, but could not be voted on at the scheduled October Board meeting without a quorum.
- 2) MFL should continue to post Minutes on its website as they are approved.

K. Demos referenced two 11/19/15 emails pertaining to MFL's First National Bank of Omaha's Visa and MFL's Amazon accounts. As a result of a credit card tracking memo implemented in July 2015 by M. Duffy, multiple fees and charges have now been eliminated.

5) Director's Report: M. Duffy reported for M. McIntosh.

Phyllis Goetz is our November Artist of the Month. She has donated many of her pieces to our new facility.

S. Gratton, MFL's teen coordinator, will be leaving the end of 2015.

MFL's budget referendum was a huge success. Thanks to all who worked hard to achieve this successful conclusion.

S. Johnson and R. Manzella attended the NYLA conference in Lake Placid this year.

The FS-10 Long Form has been submitted to the state which will get us the remaining money from our state construction grant. A thank you to P. Shanley and I. Murphy for their experience and expertise needed to complete the process in a timely fashion.

Patron bathrooms now have manual flushers.

Pull station covers have been installed on the fire extinguishers in the pull stations.

M. Pulvirent, M-W Garden Club, was in recently and will be helping MFL again next spring. In addition, she has generated support for collaboration between the Garden Club and the children's department to provide some innovative programming in the spring.

MOTION made by C. Pakula and seconded by H. Nozari to pay in full the \$1,150,000 mortgage note that MFL owes Hometown Bank.

In favor: C. Pakula and H. Nozari

Opposed: K. Demos, B. Zerner, P. Browne, D. Harris and S. Keltai

Historical Net Worth for September: ended the month with \$1,326,106.94. All numbers matched up with bank statements. Historical Net Worth for October: ended the month with \$1,220,168.63. All numbers matched up with bank statements.

MOTION made by K. Demos and seconded by C. Pakula to approve the Historical Net Worth for September and October, as well as the Historical Cash Budgets for September and October, 2015, subject to audit.

UNANIMOUS

6) Treasurer /Financial Committee Reports: The cost of doing business in October was \$104,920.40. M. Arias and M. McIntosh matched all their numbers with the disbursements actually made in October.

K. Demos noted that the credit union, US Alliance Financial, was offering 3.05 interest for a 5 month CD and that MFL has not been treated with integrity by several local banks who've used "bait and switch" interest rate promotions.

Payroll funding source procedure: M. McIntosh, M. Duffy, C. Pakula and K. Demos should be able to wire \$30,000 every two weeks from Greater Hudson's operating account to the Trustco payroll account to cover the sums Paychex requires. MFL needs to sign an indemnity agreement with Greater Hudson to set up recurring wires. NOTE: There's no interest paid on sums in the Greater Hudson operating account, but by wiring monies into Trustco to cover payroll with Paychex, MFL will get .05 interest, even if just for a few days until Paychex accesses the payroll account.

MOTION made by K. Demos and seconded by C. Pakula to move \$30,000 every two weeks from Greater Hudson money market to Greater Hudson operating. **UNANIMOUS**

7) Committee Reports:

A) Executive Committee:

MOTION made by S. Keltai and seconded by P. Browne to ratify all Executive Committee actions to pay bills for: two children's computers, RCLS, monthly

retainer for lawyer and election, Amazon, architect, Verticon, Ambient and Hazmat testing, Ebner and to close the Sterling account. **UNANIMOUS**

Discussion as to what other libraries do about light snow and ice during working hours.

MOTION made by S. Keltai and seconded by D. Harris to ratify the snow removal proposal from Anthony's Home Improvement for snowfalls of more than 2" at \$175 a visit.

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

Opposed: P. Browne

MOTION made by C. Pakula and seconded by P. Browne to use the Annual Fund Drive Money to pay for the purchase of 2 new children's computers with bi-lingual programs for the children's department. **UNANIMOUS**

MOTION made by B. Zerner and seconded by P. Browne to accept RCLS's 2016 budget. **UNANIMOUS**

MOTION made by B. Zerner and seconded by P. Browne to restate the Board's decision to pay \$55 for Holiday Book Bin retrieval. (Holiday Book Bin retrieval pay had to be taxed so it was increased \$10 from \$45 to \$55.)

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

Abstained: C. Pakula

At 9:30PM a **MOTION** was made by K. Demos and seconded by C. Pakula to go into Executive Session to discuss personnel and collective bargaining issues. **UNANIMOUS**

MOTION made by K. Demos and seconded by P. Browne to accept the parameters for 4 outstanding CWA issues (raises, time management system, when overtime accrues, Sunday rates). **UNANIMOUS**

MOTION made by K. Demos and seconded by H. Nozari for M. Arias to pay employees retroactive overtime pay. **UNANIMOUS**

MOTION made by B. Zerner and seconded by H. Nozari for M. Arias to become administrator of Stratustime, payroll and buyouts. **UNANIMOUS**

MOTION made by K. Demos and seconded by S. Keltai for management bonuses for 2015 and raises for 2016. **UNANIMOUS**

MOTION made by K. Demos and seconded by S. Keltai to approve the amended 2014 tax return and for it to be put on the MFL website.

UNANIMOUS

MOTION made by K. Demos and seconded by S. Keltai to close the Executive session at 10:10PM. **UNANIMOUS**

B) Steering -

H. Nozari hand-delivered a letter to Verticon regarding the defective siding.

C) Building and Grounds – A Goshen company came out to 40 Millpond to determine whether it can provide MFL with an asbestos and mold abatement quote.

D) Audit - Library Operating was asked to look into soliciting bids for a new auditor—it being deemed prudent to rotate auditing firms every three years or so. B. Zerner, M. Arias and M. Duffy will look into this matter.

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 D. Harris and seconded by P. Browne to change the By-Laws: Article I – Name and Origin; Article III –The Board of Trustees, Section 2. Associate Trustees; Article III - Board of Trustees, Section 5. Vacant Trustee Position; re-number pages in the Table of Contents. **UNANIMOUS**

F) Fundraising and Grants - MFL will soon be getting the last 10% of the 2015 Construction Grant. The Annual Fund Drive’s yielded \$5,330 to date.

MOTION made by K. Demos and seconded by S. Keltai to apply \$250,000 from the 2015 Construction Grant to partially pre-pay Hometown mortgage principal by a withdrawal from Greater Hudson money market on or before February 29, 2016.

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

Abstained: C. Pakula

G) Library Operating and Long Range Planning: A vote on the Investment Policy was tabled.

MOTION made by D. Harris and seconded by S. Keltai to accept the MBW-BE Policy. **UNANIMOUS**

MOTION made by D. Harris and seconded by S. Keltai to accept the Diversity Policy. **UNANIMOUS**

MOTION made by D. Harris and seconded by B. Zerner to accept the Internet Policy. **UNANIMOUS**

P. Browne, who has been working with M Duffy on the Library's Disaster Plan, reported on a property restoration company, Belfor. No contract is necessary; a form must be filled out and the company called when needed.

Library Operating should be working on the Financial Procedure Manual and a Mental Health Crisis Policy.

Dates of Board meetings should be posted on MFL's website.

Regarding a 'Snow Policy': MFL will follow the MW School District's High School schedule for closings and early dismissals. When there is a delayed school opening it should not affect the Library as MFL does not open before 10:00 on any given school day.

MOTION made by K. Demos and seconded by S. Keltai to accept the 2 Holiday Schedules subject to collective bargaining ratification with the CWA. **UNANIMOUS**

H) Public Relations – no report

I) Nominating – Trustees having terms ending on January 11, 2016 – H. Nozari and C. Pakula

The Nominating Committee presented a proposed slate of officers:

President – Kathy Demos
Vice President – Paulette Browne
Treasurer – Hormoz Nozari
Recording Secretary – Pat Shanley
Corresponding Secretary – Sandra Keltai

Any Trustee interested in an Executive Position is more than welcome to run.

If the Recording Secretary position cannot be filled it was suggested that the Board would consider hiring someone to transcribe the minutes at the Board meetings.

8) Old Business

There can't be two 401K plans. M. Duffy must poll staff to vote on one plan.

9) New Business - none

10) Good and Welfare - none

11) Open Floor Discussion - none

12) Adjournment – At 11:00PM C. Pakula made a motion to adjourn, seconded by S. Keltai. UNANIMOUS

Respectfully Submitted,
Sandra Keltai

**Next Meeting:
December 14, 2015, 8:00PM**