

Board of Trustees
Monroe Free Library
Minutes of Monthly Meeting
September 21, 2015

Officers:

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

Absent:

Pat Shanley - Trustee
Terry Schommer - Trustee

Trustees:

Denise Harris (Late)
Paulette Browne
Al Leventhal

Also present:

M. McIntosh - Executive Director
C. Bezkorowajny – Head of Circulation
M. Arias – Bookkeeper
M. Quarles – Head of Children and Young Adult Services
M. Turner – Principal Clerk/Technical Services
A. Farrugia –Adult Page/Circulation & Technical Clerk
R. Manzella – Overdue Clerk
R. Randazzo – Maintenance
G. Edmonds – References Services
S. Dwyer-Johnson – References Services
M. Marina – Circulation Clerk
R. Ross - Reference Clerk
J. Movrich – Inter-library Loan Clerk /Circulation Clerk
S. Grattan – Teen Coordinator

Guests:

E. Doherty – Prospective Trustee
R. Guertin, Esq. – Library Attorney
CWA Union Rep – D. Cross

Multiple members of the public, including: J. Kilkenny, V. LeSalle

Pledge of Allegiance

1) Call to order at 8:00 P.M. / Attendance Sheet

2) Public Comment:

3) Disposition of Minutes: Motion made by C. Pakula and seconded by B. Zerner to approve the August minutes.

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

Abstained: P. Brownne

4) Correspondence: M. McIntosh reported on 5 'we care what you think' issues which included:

- finding a solution to the disruption of the 'Jigsaw Puzzle Table' by children
- suggesting that Debit and/or Credit Cards be accepted for paying late fees
- offering homework help or tutoring for Middle School students
- the need for a table near the printer to organize important documents
- not doing the Annual Fund Drive at the time when citizens are paying their school or property taxes.

B. Zerner asked M. McIntosh for a list of the names of people who have made donations to the library so she can make sure they all receive acknowledgements.

5) Director's Report: See attachment

M. McIntosh reported that the Blood Drive in Memory of Zachery Woods was a huge success. There were two buses present taking blood and 111 pints of blood were collected; 21 people couldn't give blood, there were 5 people who walked away, and the next time they will have 3 buses and food. C. Bezkorowajny reported that the event was very well organized.

G. Edmonds' book discussions are becoming quite a success. Her latest one had 23 attendees and a waiting list of over 10.

September is Library Card sign-up month and the staff are offering free homemade cookies and cider on Saturday mornings to patrons.

Rebecca Ross was hired as a part-time Reference Clerk.

MOTION made by A. Leventhal seconded by S. Keltai to approve M. Quarles proposal to purchase 2 new computers for the Children's Department with Spanish bi-lingual programs for each computer for a total cost of \$5525. **UNANIMOUS**

The service fee due to RCLS in 2015 is \$2178.05 and the service fee for 2016 is \$2208.93. The Executive Director ("ED") said she would call R. Hubsher at P. Browne's request to ask if he can speak to the Board about the RCLS budget that the Trustees must vote on.

The Walmart grant has arrived - \$1000 that MFL had asked for. It will be used to replace the outdated television set, a Blu Ray player and a stand to put them on.

The Construction Grant for the expansion project will be coming in very soon. It represents a little over \$239,000. This represents the first portion (90%); MFL will have to apply for the last portion.

M. McIntosh had been asked to send a letter to Sterling Bank in July alerting the bank President, Mr. Jack Kopnisky, of the problems we encountered at the Monroe branch regarding rates. She did not hear back and called twice; there has been no response from Sterling Bank.

MOTION made by A. Leventhal seconded by P. Browne to accept the June Historical Cash Budget/Net Worth Report subject to audit.

In Favor: K. Demos, B. Zerner, P. Browne, A. Leventhal and S. Keltai

Abstained: C. Pakula and H. Nozari

MOTION made by P. Browne and seconded by A. Leventhal to accept the July Historical Cash Budget/Net Worth Report subject to receipt of grant information and audit.

In Favor: K. Demos, B. Zerner, P. Browne, A. Leventhal and S. Keltai

Abstained: C. Pakula and H. Nozari

MOTION made by P. Browne and seconded by A. Leventhal to accept the August Historical Cash Budget/Net Worth Report subject to audit.

In Favor: K. Demos, B. Zerner, P. Browne, A. Leventhal and S. Keltai

Abstained: C. Pakula and H. Nozari

6) Treasurer's /Financial Committee Reports: A discussion about the Cost of Doing Business Report and the Bill Binder Summaries for August was tabled until the October meeting.

MOTION was made by C. Pakula and seconded by P. Browne to close the Sterling Bank account. **UNANIMOUS**

7) Committee Reports:

A) Executive Committee:

MOTION made by A. Leventhal seconded by H. Nozari to ratify the following consensuses made by the Executive Committee during the month:

- to enter into a new contract with Laura Wong-Pan's firm for hours over the 200 cap, to pay the bill for August's services rendered, and to ask Laura Wong-Pan for a running total of bills since initial retention of her firm
- to have Laura Wong-Pan draft various letters/emails/offers on labor negotiations and overtime issues
- to reschedule a Stratustime workshop to have been presented by PayChex until all of the management team and Trustees can be present
- grant P. Browne authority to act on Board's behalf at the Architectural Review Board ("ARB") hearing.
- explore leadership and/or human resource training for management team
- to suggest to the By-Laws Committee that it discuss a permanent change of 'regular Board meeting day' to third Monday night of each month.

UNANIMOUS

B) Steering Committee:

- R. Guertin is working on a resolution with Verticon
- P. Browne relates what happened at the ARB hearing and what is still required to have exterior signs approved and installed

C) Buildings and Grounds: Ambient Environmental has been testing at 40 Millpond Parkway. Initially there was a favorable report. Then MFL received word that there were some hazardous materials. Ambient is still testing for mold and will forward the report when it is done. After the suggestion was first brought up by C. Pakula, the Executive Director recommended that the building be sold to the town as it will be too costly to get it back into shape. P. Browne brought up possibly offering the property to the village instead of the

town. A. Leventhal suggested that discussion be tabled until all testing is done and all results are presented to the Board.

D) Audit: There will be an Exit Interview with the Auditors the week of October 5th. When M. Arias was asked if she can make the 'journal entry adjustments' which the auditors recommended, she stated that they haven't all been made as D. Williamson, the accountant, had some questions about two of them.

It was noted that the filed 2014 federal Tax Return did not list A. Leventhal as a Trustee but still listed E. D'Onofrio as a Trustee.

MFL received an approved extension until November 15th to file its tax returns but query who sent in the request to IRS.

At this juncture, the ED received a text from The Friends' President that the Town Board at its meeting being conducted during the same hours as the MFL Board meeting just tabled a vote to put the library's proposed budget increase on the ballot.

E) By-Laws: The vote on the changes to the By-laws presented at the last meeting was tabled until the October meeting.

F) Fundraising and Grants: The Annual Fund Drive letters were sent out; \$2990 has been received.

All Library Discount cards have been sold.

The REAL Card has been discontinued as there was not enough return for all the work it took to implement.

H) Library Operating and Long Range Planning:

A vote on the draft Minority Policy was tabled after A. Leventhal stated that it does not cover all areas it needs to cover. He will forward his recommendations/suggestions to P. Browne. H. Nozari is awaiting a call back from Robert Hubsher to discuss long range planning. The ED will again call the architect regarding the missing insert for the staff's bathroom's paper towel dispenser.

MOTION made by S. Keltai and seconded by C. Pakula to approve the **Diversity Policy**.

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

Opposed: A. Leventhal

Abstained: B. Zerner and D. Harris

MOTION made by B. Zerner and seconded by C. Pakula to approve the **Internet Policy** provided that the date on which the Policy is last-approved/revised appears at the head of the Policy. **UNANIMOUS**

P. Browne provides K. Demos the Financial Procedures Manual she'd been working on.

P. Browne and M. Duffy are still working on the Disaster Plan.

I) Public Relations: T. Schommer sent in her report which complimented I. Murphy for doing an impressive and comprehensive job of informing the public about what's happening at MFL.

J) Nominating:

Vote taken by secret ballot on whether to accept E. Doherty as an Associate Trustee. **UNANIMOUS**

8. Old Business:

A big thank you goes out to C. Bezkorowajny who was recognized by RCLS for her 9/11 program that directs all late fees for overdue library books and materials to the 9/11 memorial fund.

9. New Business:

Trustee A. Leventhal handed in his resignation effective September 22, 2015.

Trustee C. Pakula handed in his resignation effective October 1, 2015 (after the CWA union negotiation session at which he will participate).

10. Good and Welfare: A. Leventhal thanked the staff for the wonderful work they do every day. C. Pakula echoed A. Leventhal's thoughts.

11. Open Floor Discussion:

J. Kilkenny asked why it costs \$90,000 to operate the library for one month. M. Arias, the MFL bookkeeper, re-explained the Cash Budget Report.

V. LeSalle questioned the picketing at the library and stated that the relationship between the Staff and Trustees is like a dysfunctional marriage. There should be a commitment from the Board to adequately pay Staff the salaries they deserve.

CWA Union Rep D. Cross asked several questions pertaining to on-going union negotiations – which is a topic that the Board has been advised may only be substantively addressed in executive session and which topic as not on the night's agenda.

12) Adjournment: Motion made by C. Pakula and seconded by P. Browne to adjourn at 10:20 p.m. **UNANIMOUS**

Respectively Submitted,

Sandra Keltai

Next Meeting: October 19, 2015 – 8:00PM