

**Millbrook Library  
Board of Trustees Monthly Meeting  
February 23, 2016**

**Note: Meeting was canceled due to inclement weather. This summary was provided to the Trustees via email and will be attached to the March meeting minutes.**

1. Approval of January 26, 2016 meeting minutes – **tabled until March meeting**
2. Scott Keeley – proposal for Library sign – **tabled until March**
3. President's Report
  - a. Advocacy Day in Albany – March 2
    - i. **if you would like to attend, please let Stephanie know ASAP**
  - b. Open Meetings Law workshop – March 23 from 6 - 8 pm MHLS  
Speaker is Robert Freeman, Chair of the NYS Committee on Open Government  
**At least one of us should plan on attending, you can register via the Mid-Hudson website. Please let me know if you can attend.**
  - c. Trustees dinner – May 12 @ Culinary Institute  
**Please let Stephanie know if you would like to go to this event.**
  - d. Essential Duties & Responsibilities – Trustees Training  
May 13 10:15 – 12:30 pm at MHLS  
**If you have not yet attended this workshop, it is a good one! They usually offer an evening session as well but unfortunately, one has not been scheduled yet.**
  - e. National Library Workers' Day – Tuesday, April 12 – **see my email**
  - f. Approval of Annual Report  
**Action item #1: I approve the 2015 Annual Report for the Millbrook Library as prepared by Director Stephanie Harrison.  
Indicate acceptance with a "yes" or "no" if you have concerns.**
  - g. Sign up for sub-committees /chairpersons – **see attached file**
  - h. Disclosure Statements – **see attached file**
  - i. Revision of By-laws – **tabled until March**
4. Treasurer's Report  
**Margot/David will send a monthly financial report**
5. Director's Report
  - a. Central Hudson/Lime Energy Lighting Program – **tabled until March**
6. Youth Services Coordinator Report
7. Fund Development Report
8. Communications/Correspondence
9. Committee Reports
  - a. Building and Grounds
  - b. Budget/Finance
  - c. Development/Fundraising/Friends
    - i. **Renovation of Book Sale area – as you know we approved an addendum to our gift policy that would permit a donor to pay for work done in the library provided the contractor submitted appropriate documentation**

regarding insurance and workmen's compensation. In this case, the contractor could not provide such documentation so the Friends decided not to pursue painting of the book sale area. The Book Sale is scheduled to re-open on Saturday, March 12.

- ii. Friends Memorandum of Understanding – tabled until March
  - iii. Homebound Book Lending Program – tabled until March, please review the attached document
  - iv. Progressive Dinner – need a volunteer to coordinate this fundraiser, Sarah has notes and is willing to guide her replacement
- d. Policy
  - e. Nominating
  - f. Long Range Planning
  - g. Personnel
10. Unfinished Business
11. New Business

Adjournment

**Next Meeting: March 22, 2016 at 7 pm**