

**Millbrook Library
Board of Trustees Monthly Meeting Minutes
July 26, 2016**

Attending: Joan Burgess, Kari Capowski, Phil D'Angelo, Christopher Colomello, Kathryn Galli, Margot Peters, , David Purcell, Jonathan Thorne, Dawn Tompkins, Kerry Weller

Also Present: Stephanie Harrison, Meredith Tiedemann, Tom Campbell, Mary Liberatore

- The meeting was called to order at 7:00 pm.

Approval of June 14, 2016 Meeting Minutes

- Phil moved to approve the June 26, 2016 meeting minutes. Dawn seconded. All approved.
- Chris moved to approve the July 14, 2016 special meeting minutes. Jonathan seconded. All approved.

Meredith Tiedemann and Tom Campbell of the Bank of Millbrook Trust and Investment Services gave a presentation of the Millbrook Library Trust accounts. This is done on a quarterly basis.

Mary Liberatore, from Marshall & Sterling Insurance reviewed insurance policies for the Library.

President's Report

- Questions for survey – A community survey will be conducted to try to achieve some of the goals from the Library's long-range plan. One goal is to reach people who do not typically use the Library.

Treasurer's Report

- July 26, 2016 Finance Report was distributed. David reviewed the Profit and Loss Budget vs. Actual for January through June 2016, as well as the Balance Sheet Previous Year Comparison, as of June 30, 2016.
- Restricted Gift Schedule was reviewed. Contributions income will be main source of income for the rest of the year.
- Dave passed around the list of bills for Board review.
- Finance Committee is working on bids for 2016 audit.
- Finance report is attached to these minutes.

Director's Report

- Stephanie distributed her monthly report via email prior to the meeting.
- Stephanie has been working on the construction grant proposal.

Youth Services Coordinator's Report

- Joan's report was distributed via email prior to the meeting.
- Summer reading program has been going very well. Most of the programs have been filled.

Fund Development

- Nothing to report

Communications/Correspondence

- The Board received an email from Betsy Maas, Chair, Union Vale Library Steering Committee. The Steering Committee has developed proposals that they would like to discuss with our Board. Kerry will follow-up with Ms. Maas.

Committee Reports

Building and Grounds

- Painting and masonry work – will have quotes by August meeting.
- Push Bars on door have been replaced.
- There is an issue with humidity in children's room.
- Air Conditioning contract – Stephanie has gotten two quotes; she is having difficulty getting another quote.
- Otis elevator looked at lift in children's room. They gave a quote of \$75.00 a month or \$900 a year. Phil made a motion to add \$900. Chris seconded. All approved.
- Stephanie presented the idea of putting the teen's room into the children's room. The total projected cost of \$167,000 reflects \$10,000 more in case the teen room is put in the children's room.
- The Assurance Form for the Public Library Construction Grant Program says Stephanie has the authority to submit the application for construction. Jonathan made a motion to submit the assurances. Joan seconded. All approved.

Budget and Finance

- Covered in Treasurer's Report
- David made a motion - to send out the Request for Proposal for audit services. Margot seconded. All agreed.
- Margot made a motion to submit the 990. Jonathan seconded. Approved by 2015 members of the Board of Trustees.

Development/Fundraising/Friends

- Father Matt, Betty Rae and Kristin met with Sarah Rizzo to discuss the Progressive Dinner. The Dinner will be held in September or October.

Policy

- Investment Policy - David made a motion to approve the Investment Policy. Margot seconded. All approved.

Nominating

- Nothing to report.

Long Range Planning

- Nothing to report

Personnel

- Justin O'Hearn has been hired as a library page.

Unfinished Business

- None

New Business

- None

Chris moved to adjourn at 7:56pm. Dawn seconded. All in favor.

NEXT MEETING: Tuesday, August 23, 2016 at 7:00pm.

Submitted by Kathryn Galli