

Millbrook Library
Board of Trustees Monthly Meeting Minutes
August 23, 2016

Attending: Joan Burgess, Matt Calkins, Kathy Galli, Kristin Martin, Betty Rae Nittiskie, Margot Peters, Dave Purcell, Kerry Weller

Also Present: Joan Frenzel

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

Approval of July 2016 Minutes

- Margot moved to approve the minutes. Joan seconded. All approved.

President's Report

- Kerry noted that John Bickford, Mid Hudson Board Trustee will be at our September meeting. If we have any ideas for questions, please submit them to Kerry.
- Union Vale Update: Kerry recommended that the Union Vale Town Board have a public forum to discuss library options for their residents and invite the directors of the libraries (Beekman, Dover Plains, Lagrange and Millbrook) which Union Vale residents currently utilize to attend.
- Community Survey Questions: Kerry would like comments sent to her. She would like to have the survey distributed in the fall. We have the addresses for all parcels and will be able to send them to non-users of the library as well as people who are patrons. Some suggestions were made regarding the form. Matt suggested that the first four questions be at the end of the survey. It would invite comments after the general questions. He also suggested a question about transportation as it is an issue. Kathy suggested we ask how we can make the library more enticing; name three things we could do to improve it. Joan F. suggested when we are asking questions that we start with positive choices and end with the negative and to be consistent in that approach on the survey.

Treasurer's Report

- David passed around the list of bills for July and August for our review. David continues to do an extensive review of each bill submitted.
- The July 26, 2016 Financial Report was distributed and a review of the purple highlighted items was done.
- David noted the following in the Profit and Loss Budget vs Actual: Category 400 Government Support has been pretty much collected; Category 420 Grants included an anonymous donation in the amount of \$25,000 to be used for technology upgrades over 5 years and Category 600 Professional Fees increased 78% because of the recent payment to D'Arcangelo & Co. for completion of our 990 and Form 3115 (37.3% higher than last year).
- In the Profit and Loss Previous Year Comparison, David noted that in Category 410 Contributions Income is down. We need to watch the annual fund. Kerry will ask Stephanie if anyone noted they would be giving a planned giving donation instead of to the annual fund.
- Under the Balance Sheet Previous Year Comparison, David noted that the current assets show all the government money has been received. He also noted that we need to address the increase in minimum wage in the budget. The Finance Committee will be reviewing the restricted gifts. Joan F. noted that there will be a musical program in celebration of Veteran's

Day and that some of the money will come from restricted funds. David reminded Joan F to keep track of any extra hours she works in preparation of the special programs as her time can be compensated from these funds.

Director's Report

- Stephanie distributed her monthly report via email prior to the meeting.

Youth Services Coordinator Report

- Joan's report was distributed via email prior to the meeting.

Fund Development

- Nothing to report.

Communications/Correspondence

- Nothing to report.

Committee Reports

Building and Grounds

- Two painting bids were received and three masonry bids were received. It was noted that we follow our purchase policy which requires three bids; we do not have to do a public notice.
- Kerry has asked for Chris' input and will forward it when received. From the estimates it looks like we will use up a lion's share of Lines 106 and 108. All the contractors are certified in lead abatement. It is hoped that the work will be completed prior to winter.

Budget and Finance

- Update on Audit Bids: sent to ten firms in early August; we have received four back; deadline for submitting a bid is August 31. It is hoped that the bids will be reviewed at the September Board meeting.
- Donation: It was asked how the Literary Festival Committee would feel about us taking the donation. This will be tabled until more information is received from Stephanie. Joan B provided some history about the Literary Festival. Dave noted that the check they want to give is fine from a financial standpoint and it will be treated as a restricted donation.

Development/Fundraising/Friends

- The Progressive Dinner is set for Saturday, September 24th at the Millbrook Winery. It will begin at 5:30. Information is available on Google Docs. Lea Cornell, dinner hostess, asked if the money raised is targeted for anything specific. Kerry will follow up with Stephanie. It was suggested that an email be sent to previous hosts/hostesses, Board member and the Friends Group. Joan B will follow up with the Friends Group. Kerry noted that she would not be able to attend this year, but will make a contribution. It was recommended to look at the same date each year.

Policy

- Nothing to report.

Nominating

- Nothing to report.

Long Range Planning

- Nothing to report.

Personnel

- Nothing to report.

Unfinished Business

- It was noted that we did not approve the August 11th and August 25th bills. Matt moved to approve. Joan B seconded. All approved.

New Business

- None

Margot moved to adjourn the meeting. Adjourned at 8:16 pm

NEXT MEETING: September 27, 2016 at 7 pm

Submitted by Betty Rae Nittiskie