

Millbrook Library

Board of Trustees Monthly Meeting

December 20, 2016

Attending: Joan Burgess, Matt Calkins, Kari Capowski, Chris Colomello, Phil D'Angelo, Betty Rae Nittiskie, David, Purcell, Jonathan Thorne, Dawn Tompkins, Kerry Weller

Also Present: Stephanie Harrison

Guest: Scott Keeley

- The meeting was called to order at 7:15pm.

Interior Lighting Options

- Scott Keeley presented information related to switching the current lighting system in the library to LED lighting.
- He suggested the changes could be done on an as needed basis; it is more affordable this way.
- Scott can do some of the changes, but any electrical work would need to be approved by an electrical engineer.
- Scott was asked to develop a cost projection for the LED option and also a projection of what the savings would be.
- David asked for information about why the Lime Energy program was not being pursued. Kerry stated that when the Lime Energy representative reviewed the numbers, that the reimbursement rate was not worth doing it.
- On another issue altogether, Scott noted that the flap on the pump that is below the level of the septic line is bad. One option is to replace the entire unit at a cost of \$805.00. The second option is to patch it; put a check valve in the line at a cost of \$30.00 plus labor. The second option will be pursued as recommended by Scott.

Approval of November 2016 meeting minutes

- Phil moved to accept the minutes. Joan seconded. All approved.
- Kathy Galli had noted on the September meeting minutes, that it was not noted that the August 2016 minutes had been approved. Betty Rae will update the minutes to reflect approval (In September, Matt had moved to accept the August minutes; Joan seconded and all approved).

Discussion with public or employee visitors

There were no public visitors present. See above Interior Lighting Options for employee input.

President's Report

- In response to concerns about the Union Vale Library Steering Committee, the Board presidents of Beekman, Dover Plains, Lagrange and Millbrook Libraries wrote a letter, sent via certified mail on December 16th and via email on December 17th to the Union Vale Town Board. (Copy attached)
- Kerry passed around thank you notes for donations to the Home for the Holiday Fundraiser so that individuals could write a personal note of thanks on the donations they collected.

Treasurer's Report

- Finance Report for November 2016 was distributed. This report actually is a review of the October Finances. (See attachment.)
- David noted that under Category 410, contributions income is at 81.7%. It should be at 92% at this time. David also noted that donations to the Annual Fund have increased toward the end of the year.
- On the Profit & Loss Budget vs Actual report from January through November 2016, the total income is higher due to an unexpected \$25,000 grant the library received.
- On the Balance Sheet Previous Year Comparison, as of November 30, 2016, the total checking/savings assets includes \$180,000 of restricted money.
- Stephanie developed a spread sheet which shows anticipated costs of projects, funding available and total funding needed beyond what is available from grants and designated accounts. This report shows that we have enough money for all projects and that we will not have to touch the investment account.
- Bills were distributed for the period ending December 20, 2016. Phil moved to accept the bills for payment. David seconded. All approved.

Director's Report

- Stephanie distributed her monthly report prior to the meeting via email (See attachment).
- The Millbrook Library Emergency Preparedness Plan has been reviewed with staff and they are comfortable with the plan.
- Dawn recommended that Cancelations.com be added as another place to look for when library closings occur due to inclement weather.
- Chris moved to accept The Millbrook Library Emergency Preparedness Plan. Matt seconded. All approved.

Youth Services Coordinator Report

- Stephanie reported that story time ended for November.
- Sign up for the Winter Storytime has begun.
- Special Holiday Craft calendar of events has been completed.

Fund Development Report

- Nothing to report

Communications/Correspondence

- Letter received from the Union Vale Library Steering Committee. This letter is on file in the Director's office.

Committee Reports

Building and Grounds

- Chris needs to obtain more information on Hayes porch work.
- Sidewalk repair has not been completed due to weather changes. Chris suggested we could spray paint the lip orange to highlight the area of concern. Phil recommended a sign "WATCH YOUR STEP" be posted at the door exit. It was also recommended that we submit a signed proposal for the sidewalk repair to the insurance company.

- The dehumidification system for the Children's Room will be installed the Wednesday after Christmas.
- Stephanie made the recommendation that we continue to use Superior Telephones as the phone system provider and to invest in a new phone system at a cost of \$4,778.17. Joan moved to approve this recommendation. Kari seconded. All approved.

Budget/Finance

- David distributed the 2017 Budget Overview. He noted that we are increasing the capital expense for the building to a total of \$62,400 for additional costs in the estimate related to the porch pillars. Our budget is in the cash basis for capital expenses in order to show the Board total inflows and outflows during the year. The 2017 Budget shows net ordinary income of \$1,400 and a total net loss of \$181,279. However, there are capital expenses of \$241,607 that will be reclassified to the balance sheet as fixed assets at the end of 2017. Therefore, our expected net income on the accrual basis is expected to be \$59,728 after the reclassification of the fixed assets.
- David moved to approve the 2017 Budget. Jonathan seconded. All approved.

Development/Fundraising/Friends

- Dawn reported that \$1,400 was raised this year for the Home for the Holidays silent auction, which was \$100 more than last year.

Policy

- Kerry noted that each time there is a change in the number of trustees, we need to make that change in the by-laws. She also noted that we need to add a statement about including a resident from Union Vale as a member of the board. We need to include information about how to address unexpired terms of trustees.
- Kerry read two options for the indemnification clause. The Board felt that the simpler option was better. It was recommended that we have our attorney review the wording.

Nominating

- Kerry would like to step down as president. A slate of officers is needed.
- Replacement of three trustees is needed. (Two whose terms expire, one resignation) Chris has also noted that once the porch work is completed, he would like to step down.
- We have one applicant for trustee who attended the progressive dinner and expressed an interest in being on the Board. Kerry is going to meet with an individual from Union Vale.
- If any Board members have other suggestions, forward the information to Kerry.

Long Range Planning

- Nothing to report

Personnel

- Currently, our sick time policy is not in compliance with the Fair Labor Act. Stephanie will make appropriate adjustments to our personnel handbook and updates will be voted on at our January meeting.
- 2017 Holiday schedule reflects 12 days. Matt moved to approve the schedule. Joan seconded. All approved. Schedule attached.

Unfinished Business

- Nothing to report.

New Business

- Nothing to report.

Adjournment

- Dawn moved to adjourn the meeting at 8:33pm. Meeting adjourned.

Next meeting: January 24, 2017 at 7:00pm

Submitted by Betty Rae Nittiskie