

**Millbrook Library**  
**Board of Trustees Monthly Meeting Minutes**  
**June 28, 2016**

**Attending:** Joan Burgess, Father Matt Calkins, Kari Capowski, Chris Colomello, Kathy Galli, Kristin Martin, Betty Rae Nittiskie, Dave Purcell, Dawn Tompkins, Kerry Weller

**Also Present:** Stephanie Harrison

**Guest:** Kristina Stroud, D'Archangelo & Company

- The meeting was called to order at 7:04 pm.

**Welcome to New Trustee:**

- Kari Capowski was introduced and welcomed as a new member of our board.

**Review of Form 990 – 2015 Return of Organization Exempt from Income Tax**

- Kristina Stroud, from D'Archangelo reviewed Form 990, line by line. This form is completed annually.
- As of December 31, 2015, the library converted to an accrual basis of accounting to comply with the NYS Comptroller Office's best practices recommendation.
- The Finance Committee has reviewed this document in depth. Due to lack of quorum of 2015 Board Trustees, approval of the document was tabled until the next Board of Trustees meeting.
- Questions were asked and answered. If anyone has further comments or questions, please contact the Finance Committee.

**Approval of May 24, 2016 Meeting Minutes**

- Joan B. moved to approve the minutes. Dawn seconded. All approved.

**President's Report**

- Kerry noted that on June 16<sup>th</sup>, Cathy and Peter Morrell hosted a Friends' Cocktail Hour for Friends, Staff and Trustees to celebrate the one year anniversary of the newly revived Friends Group.
- Kari asked what this group was and Kerri provided a detailed description of the things in which the Friends Group is involved (advocacy, occasional programs, raise money, organized the new homebound program. There are ten to twenty members. Mary Keelan is president Joan Burgess is the Trustee liaison. The Friends supported the Children's Museum Pass.

**Treasurer's Report**

- June 2016 Finance Report was distributed. David reviewed the Profit and Loss Budget vs. Actual for January through May 2016. He noted that under Expenses, Line 615, Dental Plan changes were less than had been budgeted; Line 650, Utilities – needed less oil and Line 655, Building and Grounds – less need for show removal.
- Restricted Gift Schedule was reviewed.
- Finance Committee is working on a request for proposal for the 2016 audit.
- The Finance Committee is also working on the Investment Policy.

### **Director's Report**

- Stephanie distributed her monthly report via email prior to the meeting.
- She noted that the carpet has been cleaned. The A/C has been fixed; the contractor was able to replace a part instead of having to purchase a new compressor. There have been problems with the push bars on the doors. Schmaling Glass has looked at the doors. The push bars are failing; new ones are needed which cost approximately \$500.00 each
- There is a small issue with the security system. When the trouble signal goes off, Stephanie is contacted. A technician is coming to look at the system. It may be caused by moisture getting into the wires.
- Stephanie had applied for Bullet Aid in the amount of \$4,000 for new porch furniture. It was approved.
- There will be concerts on the porch; one in July and one in August. Diana Bontecou is coordinating this program.
- A long time volunteer of the Library, Peter Bethke, has passed away. Staff would like to get a brick in his memory. Chris moved to purchase the brick. David seconded. All approved.
- Adult Summer Reading Program is up and running. Each time a patron takes out a book, they are given a Summer Reading Raffle Ticket. When the book is returned, the raffle ticket is deposited for the opportunity to win a prize.

### **Youth Services Coordinator's Report**

- Joan's report was distributed via email prior to the meeting.
- Sign up for summer programs is going well.

### **Fund Development**

- Nothing to report

### **Communications/Correspondence**

- Nothing to report

### **Committee Reports**

#### **Building and Grounds**

- Board Approval of Assurances Public Library Construction Grant Program is needed. Stephanie is working on it, but has not received all the necessary information from the architects. Kerry asked board member for information about availability in July to attend a brief meeting to review the information. She will be in contact with the architects and board members to set a date and time for a brief meeting.
- Porch Repairs are needed. Chris met with Stephanie and Kerry to review the matter. He stated that the repairs should be done sooner rather than later. We need to be sure we have someone completing the work that is familiar with the masonry of this era. Chris will follow up.

#### **Budget and Finance**

- Vote on 990 was tabled. See Treasurer's Report.

### **Development/Fundraising/Friends**

- Progressive Dinner needs a chair. We are looking at doing this in the fall. Sarah Rizzo is willing to meet with the person who is chair to review what she had done in the past.
- The Friends Group is considering looking at developing a scholarship for a graduating senior.
- Fundraising meeting was held today. A draft will be submitted to the Friends at their September meeting, then to the Board.

### **Policy**

- Disaster Plan was reviewed. Stephanie notes it is a work in progress. She stated that the staff is concerned with what is expected of them in an emergency situation. They are concerned about their responsibility in the Area of Rescue. It was recommended that Stephanie contact MHLS to see if they have any information available. Please read and send comments to Stephanie. Kathy asked if anyone came in to do any OSHA training. Kristin noted that at her school, the local police come in to offer advice/training.
- Museum Pass Policy was reviewed. It was recommended that we add to the policy that if a card is ten days late in being returned, it will be considered lost. Dawn moved to accept the policy with the addition. Father Matt seconded. All approved.

### **Nominating**

- Nothing new to report.

### **Long Range Planning**

- Community Outreach/ Survey - no feedback has been received; please submit proposed questions to Kerry. Kerry contacted Mary Alex who will print address labels for the postcards which will be sent out once we have the survey developed.

### **Personnel**

- Vote to create Senior Library Clerk position and approval of clerk job descriptions was discussed. Father Matt recommended some English grammar changes for the library clerk position. Kristin moved to approve both items. Kathy seconded. All approved.

### **Unfinished Business**

- Kerry reported that the architect revised the floor plans as per our recommendations from the May 2016 board meeting.

### **New Business**

- None

Dawn moved to adjourn at 8:54. Kathy Galle seconded. All in favor.

**NEXT MEETING: Tuesday, July 26, 2016 at 7:00pm.**

**Submitted by Betty Rae Nittiskie**