

Millbrook Library  
Board of Trustees Monthly Meeting Minutes  
March 22, 2016

**Attendance:** Joan Burgess, Father Matt Calkins, Phil D'Angelo, Betty Rae Nittiskie, Dave Purcell, Dawn Tompkins, Kerry Weller

**Also Present:** Stephanie Harrison, Director; Joan Frenzel, Youth Services Coordinator and Scott Keeley

- The meeting was called to order at 7:01 pm.

**Welcome to New Trustees:** A warm welcome to Joan, Matt and Phil! Introductions of all present were made.

**Approval of January 26, 2016 meeting minutes**

- Tabled until April meeting as not enough members present at tonight's meeting who were present at the meeting in January.

**February meetings canceled due to inclement weather**

- Attached please find to these minutes, action items from February. All items were voted on via email and are also available for review in the Library Director's office. All items were approved unanimously.

**Mary Keelan – Friends of the Millbrook Library**

- Mary became active with the Friends of the Millbrook Library in June 2015. She will be invited to attend our meeting in April.

**Scott Keeley – proposal for Library sign**

- Scott has made a beautiful sign from stained glass for the library. He would like to back light it. There was some concern regarding if the sign needs to go before the Planning Board for approval. Kerry will contact the village tomorrow to find out the process.

**Tour of Library**

- Stephanie provided us with a tour of the library and gave information of the kinds of activities which occur in each section of the library.

**President's Report**

- Thank you card from Laura Briggs and her family was received and shared.
- Cheryl Giles, Walbridge Farm, has invited the Library to participate in the 6<sup>th</sup> Annual Farm Festival on Saturday, July 16<sup>th</sup>. We could set up a booth at no charge. Kerry to share this info with the Friends group.
- Advocacy Day in Albany was on March 2<sup>nd</sup>. Stephanie and Kerry attended. They met with Senator Sue Serino and Assemblyman Kieran Lalor's aide. They discussed the importance of the library in the community and had an opportunity to discuss library funding. Sue Serino may come to visit the library.
- Open Meetings Law Workshop is scheduled for March 23<sup>rd</sup> from 6 – 8 pm at MHLS. The speaker is Robert Freeman, Chair of the NYS Committee on Open Government. Kerry explained that

MHLS has 66 member libraries over 5 counties and offers numerous training opportunities for the member libraries. Flyer circulated.

- There is a Webinar on April 12<sup>th</sup> from 10:00 – 11:00 am which will be an Intro to the State Aid for Public Library Construction Grant Program. Kerry has signed up to participate. Kerry shared with the new trustees that an anonymous donor allowed us to overhaul the room in which we were meeting. A similar gift has been received which will allow us to overhaul the nonfiction room. Construction grants will help as the cost of the renovations is more than the gift. Stephanie will contact the architect to confirm an April 8<sup>th</sup> meeting at the library.
- National Library Workers' Day is Tuesday, April 12<sup>th</sup>. We usually honor our workers in some way. Last year we brought in baked goods. Stephanie noted that is also National Library Week and that staff will be bringing in food to share with the patrons as a way of showing their appreciation.
- The Trustees Dinner is May 12<sup>th</sup> at the Culinary. The speaker is the former editor of Mad Magazine; he will be speaking about the First Amendment. Stephanie, Betty Rae and Margot are going to attend. Stephanie has invited our County Legislator, Sandy Washburn.
- Essential Duties and Responsibilities, Trustee Training provided by MHLS is scheduled for May 13<sup>th</sup> from 10:15 – 12:30 at MHLS. New trustees are encouraged to attend. Flyer distributed,
- Kerry would like someone to volunteer to be the Board Outreach Coordinator. They would be responsible for coordinating special events like how we honor our staff on National Library Workers' Day, following up with sympathy cards as needed, etc.
- A Friends Liaison is also needed. This person would need to attend the Friends meeting which is held on the second Wednesday of the month at 4:00pm.
- Kerry passed around a sheet for individuals to sign up for the various committees of the library. Kerry briefly reviewed the role/responsibility of each committee.
- The trustee list of contact information was passed around to update as needed.
- Disclosure statements were passed out. It is a requirement that they be completed.
- An individual has expressed an interest in being on the Library Board. We can have up to 15 members; we now have 12. Kerry expressed a concern about term dates and being mindful of a large number of trustees leaving at the same time. It was decided that Kerry will contact the Nominating Committee to pursue this new individual. If anyone knows a resident of Union Vale who might be interested in serving on the Board, let Kerry know. Kerry summarized the past issue with Union Vale for the new trustees. The end result is that we are now receiving more money from Union Vale. Stephanie mentioned that a committee has been formed by some Union Vale residents to address the funding issue to ensure funding is fixed permanently.
- Revision of several By-laws was discussed:
  - The issue of partial terms was discussed. The general consensus of those in attendance was that if a trustee resigns prior to completion of their term that the new trustee would fill the unexpired term.
  - It was also suggested that residents of Union Vale should have an opportunity to be a member of the Board of Trustees.
  - There has been a change in the meeting day to accommodate the schedule of our bookkeeper. It has been proposed that we meet on the fourth Tuesday of the month. Kerry will circulate the proposed revisions to the By-laws and we will vote at our April meeting on the proposed changes.

### **Treasurer's Report**

- Stephanie had emailed to everyone the March 15<sup>th</sup> Finance Report which will be attached to these minutes. David reviewed the profit and loss statement through February and also reviewed the Balance Sheet for Previous Year Comparison. Restricted Gift Schedule was shared.

### **Director's Report**

- Stephanie will be working on the community report which will be mailed out in April. She asked for guidance with regard to how much budget information to put in the report. It was recommended that since detailed information is available in the library files, that she address our appreciation for the 414 support and the donations received. It was suggested a pie chart might be one way to show the information.
- Information about the Central Hudson/Lime Energy Lighting Program had been shared via email prior to the meeting. Basically Central Hudson contracts with Lime Energy to replace components within our existing lighting fixtures to allow us to use more energy efficient light bulbs. Central Hudson subsidizes part of the cost for materials and labor. She is going to invite Christian Hamilton, the rep from Lime Energy to talk about this money saving effort at one of our meetings.
- Stephanie is preparing a quarterly report to be sent to the Town of Washington and Village of Millbrook.

### **Youth Services Coordinator Report**

- Joan explained what the youth services program is in general. Children from birth to 18 years of age participate in a variety of programs. She noted that the library has received some generous grants and donations which enable us to offer many of our programs.

### **Fund Development Report**

- Nothing to Report

### **Communications/Correspondence**

- Reported earlier

### **Committee Reports**

#### **Buildings and Grounds**

- Stephanie reported that the door lock was fixed; refrigerator repaired and a leaky faucet was replaced. She expressed great appreciation for Scott Keeley.

#### **Budget/Finance**

- Nothing to report

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

- A Chairperson is needed for the progressive dinner. It involves coordinating with the Millbrook Winery and identifying hosts. Sarah Rizzo, former board member has offered to help whoever assumes this responsibility. It begins at the winery with a cocktail hour and goes on to have dinner at someone's home. Babette's has told Stephanie that they would provide dessert for the event.

## **Policy**

- Gallery Exhibition Policy – Diana Bontecou has recommended the name be changed from Off the Wall to The Gallery. Dawn moved to accept the name change. Joan seconded. All approved
- Patron Technology Policy – updated policy reviewed. Dave moved to accept updates. Dawn seconded. All approved.
- Phil moved to approve and seconded by Matt to approve the following policies: Homebound Book Lending Policy, Facilities Maintenance Plan, Disposition of Surplus Goods, ADA Accessibility, Outside Employment Policy, Nepotism Policy and Customer Service Policy. After a brief discussion several revisions were made. On the **Nepotism Policy**, second paragraph, first sentence add the following after “Unless otherwise provided by law **or at the discretion of the board...**” On the **Disposition of Surplus Goods Policy**, add a statement that we **would comply with applicable IRS rules and regulations and board approval.**
- Continuing Education Policy will be reviewed at the next meeting. Kerry is looking into the per diem rate for meals.

## **Nominating Committee**

- Kerry will contact the nominating committee to begin the nominating process with the potential board member.

## **Long Range Planning**

- Nothing to Report

## **Personnel**

- Frequency of Director’s Reviews - it was agreed that they should be completed on an annual basis unless board deems otherwise.
- Reimbursement of Certificate Courses – after a lengthy discussion, a recommendation will be presented to the Board for a vote at our April meeting.

Phil made a motion to adjourn the meeting at 9:15pm Dawn seconded.

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

**Submitted by Betty Rae Nittiskie**