

**Millbrook Library
Board of Trustees Monthly Meeting Minutes
May 24, 2016**

Attending: Joan Burgess, Father Matt Calkins, Phil D'Angelo, Kristin Martin, Betty Rae Nittiskie, Margot Peters, Jonathan Thorne, Kerry Weller

Also Present: Joan Frenzel

- The meeting was called to order at 7:05 pm.

Approval of April 26, 2016 Minutes

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

President's Report

- Planned Giving - Kerry, Margot and Stephanie attended a presentation on this topic. It was an excellent presentation. Stephanie will be revising the annual appeal cards to reflect planned giving as an option. Kerry noted that the speaker stated that for a planned giving program to be effective, the Board of Trustees should support it. Kerry asked us to consider supporting this initiative. A board member is needed to spearhead this initiative with Stephanie.
- The Literary Festival was a huge success.
- Kerry reminded us that she wanted to give Scott Keeley a gift certificate in appreciation for his work on our new sign. Any donation will be appreciated.
- The Architect's meeting will be discussed at the end of this meeting so we can go upstairs and see the spaces that are being talked about.

Treasurer's Report

- Dave passed around the list of bills for our review. This is a new process which has been established. David does an extensive review of the bills, looking at invoices, ensuring accuracy, etc.
- The May 23, 2016 Financial Report was reviewed.
- The Millbrook Library currently has a Balance Sheet surplus of \$266,671.29. This is due in large part to:
 - The receipt of an anonymous gift of \$125,000 at the end of 2015.
 - An increase of \$26,521.04 in charitable contributions to the library in 2015.
 - The change to Fair Market Value recording of the Tribute Fund, which led to an increase of \$65,068.72 in that account.
 - An increase of \$55,884.42 in 414 money from Town of Washington taxpayers.
- Kerry noted that some work needs to be done with regard to building maintenance (outside column work, painting) The Board agreed that Chris should get some bids on these projects. Kerry will follow up with Chris.

Director's Report

- Stephanie distributed her monthly report via email prior to the meeting.
- Joan F. noted that Stephanie asked her to report that the Library website has been revamped. It is more modern and more mobile friendly.

Youth Services Coordinator's Report

- Joan's report was distributed via email prior to the meeting.
- Summer preparations for the summer programs have been completed. Joan F. passed around the brochure which lists all the summer programs.
- Interviews are being done for the teen volunteer position.

Fund Development

- Nothing to report

Communications/Correspondence

- Nothing to report

Committee Reports

Building and Grounds

- A new compressor is needed. Stephanie received a quote from Going Green of \$2375.00. Margot moved to proceed with the purchase of a new compressor. Dave seconded. All approved.

Budget and Finance

- Covered in Treasurer's Report

Development/Fundraising/Friends

- Progressive Dinner needs a chair. We are looking at doing this in the fall.
- Kerry read the Friends Report. Cathy Morrell has accepted the position of Treasurer. There is approximately \$1550 in the account. The Friends helped with the Literary Festival. Cookies, muffins etc were made for the hospitality center which was staffed by Friends members. One Friend member was instrumental in raising significant additional funds for the Literary Festival. The Outreach service for Homebound is up and running, but to date there has been no call for service. Committee is going to be more proactive. Father Matt will remind the people living at The Fountains and Church Alliance Housing of this program. A fundraising committee has been formed and will be meeting on May 31st to begin to develop a plan. At their May meeting, it was agreed to sponsor an institutional membership for the Children's Museum. The book sale is well launched with an ongoing monthly evaluation of all aspects of this effort. The Friends are considering changing day and time of meetings.
- Joan Burgess is the Board Liaison with The Friends Group.

Policy

- David is continuing to work on the Investment Policy.

Nominating

- Kerry noted that we would still like to have someone from Unionvale on our Board.

Long Range Planning

- We are still operating under the five year plan that was developed in 2013. Stephanie, Joan F and Kerry met to review progress on the plan. Kerry will provide an update to Board members.

Personnel

- A meeting will be scheduled to discuss the impact of the increased minimum wage. Stephanie has done some preliminary work and would like help from the Board.
- A Senior Clerk position is being considered.

Architect's Meeting

- Initial plans have been developed by Butler, Rowland and Mays for the space upstairs to be used for a tutoring area and a dedicated area for teen patrons and a centralized space for the computers. Drawings were shared. The architects met with teens that were in attendance at the Teen Café for input and ideas. Kerry and Stephanie though the original areas for the computers and teen room should be “flip flopped”. After going upstairs to look at the space, all agreed that this idea should be pursued.
- The area of rescue by the stairwell across from our meeting room was discussed. Joan F noted that there is a magnet on the children's room door that is not needed; perhaps this should have been installed on the area of rescue door. Kerry will follow up.

New Business

- None

Dave moved to adjourn at 7:56pm. Phil seconded.

NEXT MEETING: Tuesday, June 28, 2016 at 7:00pm.

Submitted by Betty Rae Nittiskie