

**Millbrook Library  
Board of Trustees Monthly Meeting  
November 22, 2016**

**Attending:** Joan Burgess, Matt Calkins, Chris Colomello, Philip D'Angelo, Kathy Galli, Margot Peters, Dawn Tompkins, Kerry Weller

**Also Present:** Stephanie Harrison, Library Director

- The meeting was called to order at 7:03pm.

**Lime Energy Representative**

It was determined prior to the meeting that this energy program would not be cost-effective for the Library; therefore the Lime Energy representative did not attend.

**Approval of September 27, 2016 and October 25, 2016 Meeting Minutes**

Phil moved to approve the September and October 2016 meeting minutes. Margo seconded. All approved.

**Discussion with public or employee visitors**

There were no visitors present.

**President's Report**

- The Community Survey has been finalized and comments have been incorporated. At Stephanie's suggestion, survey will be mailed out in January.
- MHLS Automation agreement – Mid Hudson sent out Automation agreement. MHLS will continue to provide member libraries with Sierra. Dawn made a motion to accept the MHLS Automation agreement. Joan seconded. All approved.
- Building improvement project update – Megan Brennen will get back to the Board during first quarter 2017 with a revised plan.
- Kerry and Stephanie have been working on the compliance calendar. The Progressive Dinner and Muck Rush will be included in the calendar.
- Stephanie, Kerry and Joan Burgess met with Friends regarding fundraising.
- Union Vale Library Steering committee sent a letter to the Board. They would like to meet with Kerry, Stephanie and David.

**Treasurer's Report**

- November bills were distributed and reviewed by those in attendance. David had reviewed them prior to the meeting and found them to be acceptable.
- The November Finance Report was distributed and reviewed (See attachment).

**Director's Report**

- Stephanie distributed her monthly report prior to the meeting via email. (Report attached)
- Annual appeal will go out end of November, beginning of December.
- Elevator has been problematic. When the library loses power--the elevator parks at the lower level and cannot be operated (although the lights are on and the door is ajar). The elevator has to be reset by turning the power to the unit off and on. An Otis Elevator Technician came out to

look at it, and said it is operating normally and there is nothing to fix.

- Friends had an event on October 18 to celebrate Friends of Library week.
- There will be staffing changes. Marge and Fran will be retiring around the same time in 2017.

#### **Youth Services Coordinator Report**

- Joan Frenzel distributed her report prior to the meeting via email. (Report attached)
- There is a multigenerational chess program is taking place

#### **Communications/Correspondence**

- Nothing to report

#### **Committee Reports**

##### **Building and Grounds**

- Chris met with Dan Connolly. He recommended working with Nicholas Brothers from Hopewell Junction. Nicholas Brothers would set up cribbing and steel high beams to support the porch roof while column work is being done.
- Wood columns appear to be fine, although it could be the right time to replace the columns.
- Masonry and painting estimates may be adjusted if columns are replaced. Chris will follow up with mason and painting contractors to determine potential cost modifications.
- Chris got estimates of \$2,750, \$2,400 and \$1,522 for sidewalk repair. Chris recommended Marco Boscardin. Margot made a motion to approve sidewalk repair to be done by Marco Boscardin for \$1,522.00. Joan seconded. All approved
- The cost will be \$3,110 for a dehumidification system for the Children's Library. It will be installed in the attic of the Library. The unit will be connected to the children's room. It will dehumidify without using heat. Matt made a motion to install a dehumidification system. Phil seconded. All approved.
- The current Library phone system is dated back to at least 2002. Superior's estimate for updated equipment with a three year warranty is \$4,778.17. The system would last approximately five to eight years.
- ITC, which is a cloud based system gave an estimate of \$3,944.00, with a monthly service fee of \$123.85.
- Stephanie will get a bid from Superior telephone systems asking for one comparable to ITC.

##### **Budget/Finance**

- Stephanie and David are working on the 2017 budget.
- Union Vale contract states that the library will get a 2% annual increase, based on patronage.
- Fundraising income has been decreased by \$5,000. Interest income and operating income will stay the same.
- There is a \$1,000 increase for the bookkeeper. Payroll will go up because of minimum wage increase. Health insurance will go up 8.3%.
- 2017 budget will be approved at December 2016 meeting.

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

- Kerry thanked Joan for acting as a liason between the Board and Friends of the Library.

- Positive information came out of brainstorming session for Progressive Dinner. The committee would like to plan a dinner again and would like to see more people host.
- Home for the Holidays – A silent auction will run for one week. Beginning December 12 through Saturday December 17. Silent auction items should be brought to the Library by December 5.
- MuckRush will be held on September 24, 2017.

#### **Policy**

- Kerry has reached out to Michael West with regard to bylaws update. She will contact MHLS about indemnification.
- Kerry suggested having bylaws reviewed.

#### **Nominating**

- Two Board members will be leaving in 2017. A letter of interest has been received from an attendee of the Progressive Dinner. We need another candidate. Kerry has reached out to a Union Vale resident
- David, Kerry and Betty Rae's terms expire in 2017. All three agreed to continue to be Board members.
- A new Board president will be needed as Kerry's term expires in February.
- Chris has agreed to remain on the board through the completion of the porch renovations.

#### **Long Range Planning**

- Nothing to report

#### **Personnel**

- Nothing to report

#### **Unfinished Business**

- Nothing to report

#### **New Business**

- A meet and greet is scheduled for December 20 at 6:30.

#### **Adjournment**

- Joan moved to adjourn the meeting at 8:35 pm. Meeting adjourned.

**Next meeting date is December 20 following meet and greet**

Submitted by Kathryn Galli