

**Millbrook Library
Board of Trustees Monthly Meeting
October 25, 2016**

Attending: Chris Colomello, Kristin Martin, Betty Rae Nittiskie, Margot Peters, Dave Purcell, Kerry Weller

Also Present: Stephanie Harrison, Library Director

Guest: Meredith Tiedemann, Senior Vice President and Trust Officer, Bank of Millbrook

- The meeting was called to order at 7:03pm. We did not have a quorum.

Quarterly Presentation Millbrook Library Account Review

Meredith distributed the Millbrook Library Account Review dated October 25, 2016. She reviewed the Millbrook Library Trust Account and the Millbrook Library Tribute Fund. She noted that the fees for administering the account are low in comparison to other accounts. She also noted that we have a good conservative portfolio. It was agreed that she will come twice a year (1st and 3rd quarters) to present information to the full board and will meet with the Finance Committee twice a year (2nd and 4th quarters). David requested clarification on Purchases and Realized Gains and Losses (pages 2, 11 and 12) as they never agree and if it was possible to correct these entries. Meredith will look into other reporting formats.

Lime Energy Representative

This individual was unable to attend this evening and will be rescheduled.

Approval of September 27, 2016 Meeting Minutes

These minutes will be reviewed at the next Board of Trustees meeting as there was no quorum at this meeting.

Discussion with public or employee visitors

There were no visitors present.

President's Report

- A draft of The Millbrook Library Community Survey was reviewed. Kerry will add questions regarding financial support of the library to gain a better understanding as to how people want to donate money to the library. Kristin suggested an introductory statement be added to the last section of the survey.

Treasurer's Report

- October bills were distributed and reviewed by those in attendance. David had reviewed them prior to the meeting and found them to be acceptable.
- A signed engagement letter for the audit has been received.
- The October Finance Report was distributed and reviewed. Nothing much has changed from the previous report. In the Profit and Loss Budget vs Actual section, it was noted that under the Category 410 Contributions Income is down 29.3% from previous years. Progressive Dinner money was not available when the report was completed. In addition, there is currently a

decrease in annual fund contributions. Category 670 Postage/Delivery is at 47.5% because the Annual Appeal was mailed to fewer individuals than in years past. Stephanie had cleaned up the mailing list and removed names of individuals that had never given or had not given in three years. Under the Profit and Loss Previous Year Comparison, not much has changed from the last report. Under Balance Sheet Previous Year Comparison our current assets as of September 30, 2016 are \$735,245.87. Last year at this time our assets were \$448,395.02 which is an increase of \$290,850.85. Of our current assets, \$190,601.39 are restricted as of September 30, 2016.

- David noted that we may need to dip into the Investment Account for the renovations of the porch. He also stated that Line 115 Petty Cash needs to be taken out of the report as we do not have petty cash.

Director's Report

- Stephanie distributed her monthly report prior to the meeting via email. (Report attached)
- The Progressive Dinner raised \$5,700, which will be used to supplement the porch renovations as had been previously agreed upon. Stephanie has been working on the thank you notes for the dinner.
- Stephanie is working on completing the Dyson Grant.
- Stephanie has also been working on the budget.
- She is also working to put the minutes on the website.
- Scott Keeley is having surgery on his shoulder next week.

Youth Services Coordinator Report

- Joan Frenzel distributed her report prior to the meeting via email. (Report attached)
- Joan has been working on Minecraft programming.

Fund Development Report

- Nothing to report.

Communications/Correspondence

- Kristin moved to go into Executive Session to discuss a legal matter. Margot seconded.
- Kristin moved to come out of Executive Session. Chris seconded.

Committee Reports

Building and Grounds

- Chris has a meeting scheduled with Dan Connolly this coming Thursday. He will get his input to see if we can get a more cost effective proposal for the porch renovations.
- The Insurance Adjustor was here and expressed a concern regarding the sidewalk by the Children's Room. It was asked what we are doing to correct the sidewalk. Chris met with a mason and was given an estimate of \$2400 to put in a new sidewalk. He will obtain two more quotes.
- The dehumidifier issue has not been resolved at this time. Stephanie is working on it.

Budget/Finance

- Stephanie is working on the budget.

Development/Fundraising/Friends

- Kerry is going to ask Joan Burgess to provide a written report from the Friends Group each month. (Note: It was discovered after the meeting that a report had been submitted.)
- Dawn will be contacting us regarding the Home for the Holidays fund raiser.
- Kristin and Betty Rae reported that the Progressive Dinner committee members had met and will distribute a report to Board members when it is finalized for review.

Policy

- Kerry has reached out to Michael West with regard to bylaws update. She will contact MHLS about indemnification.
- Kerry will contact Michael West about the Conflict of Interest Policy update also.

Nominating

- Two Board members will be leaving in 2017. We have received a letter of interest from an attendee of the Progressive Dinner. We need another candidate. Kerry has reached out to someone from Unionvale.
- David, Kerry and Betty Rae's terms expire in 2017. All three agreed to continue to be Board members.
- We need someone to volunteer to be President as Kerry's term will be over.
- 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

- Kerry will email us regarding our availability for the meetings in November and December.
- Stephanie said she is planning a "Meet and Greet" when we have our December meeting.

Adjournment

- Margot moved to adjourn the meeting at 8:10pm

Next meeting date to be determined

Submitted by Betty Rae Nittiskie