

**Millbrook Library
Board of Trustees Meeting**

October 23, 2019

7:00 pm, Bennett Community Room

Attendance: Father Matt Calkins, Phil D'Angelo, Sarah Gonzalez, Michael Sloan, Jonathan Thorne, Kerry Weller, Cacilia Wyman
Absent: Kari Capowski, Jodi Fernandes, Elizabeth Vila, Mark Vila, and Marybeth Whalen

Also Present: Tom Finnigan, Interim Director

- The meeting was called to order at 7:04 p.m.
- Count for Quorum – quorum present

Acceptance of Minutes

- Cacilia Wyman made a motion to accept the September 25, 2019 meeting minutes, seconded by Jonathan Thorne. Motion passed unanimously.

Discussion with Public or Employee Visitors

- No visitors present.

President's Report

- Phil D'Angelo is retiring as School Superintendent effective December 31. He is willing to stay on the Library Board but will be unable to continue as President and would like to identify a successor to ease the transition.

Library Leadership Reports

- Director's Report
 - Tom Finnigan reported that he is initiating a search for Joan Frenzel's successor, a new clerk was hired and a clerk resigned (see Personnel portion of minutes for details).
 - A letter was drafted regarding library services for Union Vale patrons. If Union Vale does not agree to the terms as established in the letter, there will be restrictions for Union Vale residents beginning January 1, 2020. Letter to be signed by Phil and Tom. Board agreed with terms and consented to Phil and Tom signing it. See New Business.
 - Building – Premier Plumbers changed filters and checked HVAC system as per maintenance plan. Going Green installed grills in the non-fiction room.
 - Contract with Vector for security camera system was signed September 30. Tom and a technician from Vector did a walk-through of the Library on October 22 to identify camera locations, installation will begin on October 28 and is expected to take 3-4 days. The "homebase" location of the system was identified and footage retention is several months. Tom also has emailed Allan Rappleyea concerning any signage that may be required.
 - Spring Appeal thank you's were not mailed and Tom is working to address that.
- Youth Services Coordinator Report: Early Literacy report was distributed to the Board via email prior to the meeting. Phil remarked that program attendance has remained consistent.

- Teen Services Report: No report as Teen Services Coordinator Terri Konrath began work on October 7. Tom reports that Terri has developed great rapport with teens and though programming has not yet been established, Teen Café will continue. Tom will speak with Terri about providing monthly report for the Board.

Phil stated that the Board is very pleased with Tom's leadership and the Board has received positive feedback from patrons and staff.

Communications/Correspondence

- None.

Financial Report

- Budget/Finance Committee Report: No formal report provided. Profit & Loss Budget vs Actual and Balance Sheet were circulated for individual Board member review. Vote to approve reports tabled until November Board meeting.
- Review and Approve Monthly Bills: Bills were circulated for review. Motion to approve bills dated October 3, 2019 and October 16, 2019 made by Michael Sloan and seconded by Father Matt. Motion carried unanimously.

Committee Reports

- Buildings and Grounds: Michael Sloan reported that grills have been installed in the tutoring rooms but air circulation is still not good. Tutoring room design was based on original design of non-fiction room; however, system was not installed as specified in original design and the Library is now tasked with making the system operational. Michael stated that a mechanical engineer has been asked to look at system and make estimate so we can move forward in addressing this. Board agreed that multiple bids should be obtained.
- Development/Fundraising/Friends: Cacilia reported that the Friends have put the Book Sale on hold while they explore other ways of handling the sale. Pleasant Valley and Boardman Road branch are alternatives for those who would like to donate books. The Friends are still looking for donors for the Silent Auction which starts on Friday, December 6th with an opening reception and runs through Saturday, December 21st when there will be a closing event. If someone would like to donate to the Auction, it is their responsibility to get the item or items to the Library and to notify Cacilia of the donation. A committee has been created to address the Franklin Avenue entrance vestibule and the committee is identifying different ways that area can be improved. The Friends are also looking into an audio system for Gallery and other events in the Library. System must be portable and not require technical expertise to run.
- Long-Range Planning: No report.
- Nominating: Committee is starting a list of individuals who are potentially interested in serving as Trustees.
- Personnel: The Early Literacy Coordinator job description will be sent to the Personnel Committee for approval prior to posting.

New Business

- Potential Grant: Tom received a letter from a donor, who wishes to remain anonymous, who is interested in providing a \$50,000 to \$100,000 grant and has asked that the Director identify appropriate projects by November 1. Tom would like to suggest that the railings at both entrances be addressed. Kerry noted that there have been several temporary fixes over the years. Michael suggested that proper prep and appropriate (industrial epoxy) paint be used; recommends soliciting bids that will include prep and painting and also recommended that new posts be installed that are more substantial. Tom will respond to potential donor with this idea as well as work needed in non-fiction room and also will explore option of applying for matching grant from NYS.
- Duties of Director: Tom has agreed to work in capacity as Interim Director until the end of January. Phil noted that a significant portion of Tom's time is occupied with accounting-related paperwork and the Board would like to alleviate that responsibility. Several options were discussed including hiring a part-time finance/administrative clerk who would be responsible for opening mail, creating warrants for the bills, making deposits, etc., or expanding the current bookkeeper's role. This discussion led to discussion of other potential personnel changes including expanding the current Teen Services coordinator position to encompass Early Literacy, creating a Head of Circulation/Assistant Director position which would also include the accounting/administrative duties. Tom stated that his vision would be to have the Youth Services and Early Literacy positions remain two discrete part-time positions and to create a full-time Head of Circulation/Assistant Director position who would have accounting responsibilities as part of their job description. The Board asked Tom to develop a financial report reflecting these ideas.
- Handicapped Parking: A patron approached Tom to inquire about handicapped parking. Phil will follow up with the Village.
- Town of Union Vale: Betsy Maas, Town of Union Vale Supervisor has contacted Phil. Phil has re-iterated that Union Vale needs to work with MHLS as all contracts are handled by MHLS. Letter has been drafted to be signed by Phil and Tom (letter attached). Motion to approve letter and consent to Phil and Tom's signatures made by Jonathan, seconded by Kerry, motion carried unanimously.

Unfinished Business

- Spring Appeal: As stated previously, thank you letters were not sent. Phil and Kerry volunteered to help Tom with this task.

Personnel

- Phil entertained motion to accept Joan Frenzel's resignation, effective December 31, 2019, for purposes of retirement. The Board accepts with regret and best wishes to Joan for a happy, healthy retirement. Motion made by Cacilia, seconded by Sarah and unanimously accepted.
- Board accepts resignation of Amy Battaglia, Library Clerk, effective October 18, 2019. Motion made by Jonathan, seconded by Sarah, and unanimously accepted.
- Board approves appointment of David Durmazolu, effective October 8, 2019, to position of clerk, working 13.5 hours/week at an entry level clerk salary. Motion made by Sarah, seconded by Jonathan and approved unanimously.

Other Business

- None.

Motion to adjourn made by Father Matt Calkins, seconded by Sarah. All in favor and the meeting adjourned at 8:23 p.m.

Respectfully submitted,
Kerry Weller