

Millbrook Library Board of Trustees

Minutes of Meeting December 18, 2019, 7:00 pm to 8:30 pm

Present: Kerry Weller, presiding, Mark Vila, treasurer, Jodi Fernandes, serving as secretary, Sarah Gonzalez, Michael Sloan, Jonathan Thorne, Cacilia Wyman and Thomas Finnigan, Interim Director.

Absent: Matthew Calkins, Kari Capowski, Elizabeth Vila

1. Meeting was called to order at 7:02 pm with a quorum present.
2. A motion was made by Mark Vila to accept the November 20, 2019 board meeting minutes, seconded by Sarah Gonzalez, and unanimously approved.
3. No public or employee visitors were present.
4. President's Report
 - Kerry announced that Phil D'Angelo would be stopping by during the meeting, at which time we would recognize his service and break for some refreshments.
 - Update on Union Vale contract: Kerry debriefed the board on this on-going issue. MHLS will continue to negotiate on behalf of Millbrook Library; Gary Ciferri is in agreement with this. If any trustees receive public inquiries about the situation with Union Vale, they should be referred to Kerry or Tom Finnigan.

At this point in the meeting, Phil D'Angelo arrived. Kerry thanked him on behalf of the trustees for his service and leadership of the library board and presented him with a gift. Refreshments were served.

Meeting resumed.

- Kerry informed the trustees that the staff was presented with a gift basket from the board.
- Recognition of Joan Frenzel: Joan requested that there not be any special recognition of her retirement. Kerry suggested naming the Teen Space in Joan's name, given her integral involvement in that project. All agreed this is a good idea. Kerry will work on getting pricing for a plaque, and she and Tom will work on the language to go on the plaque. Tom added that some families involved with the children's group are donating a bench and a plaque with Joan's name for the library.
- Kerry reviewed the list of holidays for 2020. There are 13 in all. Michael Sloan made a motion to approve the 2020 holidays as presented, Jonathan Thorne seconded, and the motion was approved unanimously.

5. Library Leadership Reports

(a) *Director's Report*

- Tom reported on the issue with the oil burner, which occurred in November, has been resolved, and he also informed the board of the closings due to inclement weather that occurred.
- The thank you letters for the spring appeal are now 99% completed. There will not be a fall appeal this year, but the plan will be ready for a spring and fall appeal in 2020.
- The search for an Early Literacy Coordinator is still underway. Tom reported that he interviewed a strong candidate today and requests approval from the board to offer this candidate the position at \$16 an hour.
- He also reported that a clerk has resigned so he will be advertising for another hire soon.

(b) *Early Literacy Report*

- All received the report provided by Joan Frenzel on this program via email.

(c) *Teen Services Report*

- Tom reported that Terri Konrath continues to be doing well in her new role, working on developing new programming. She will begin to submit statistical reports to the board in January.

Kerry Weller noted for the record, that the trustees wish to acknowledge Joan Frenzel's many years of dedication and service to the Millbrook Library and are sorry to see her go. All wish her well upon her retirement.

6. No communications/correspondence to discuss.

7. Financial Reports

(a) ***Budget/Finance Committee Report***

Mark presented the FY2020 draft budget. He reviewed the draft budget line by line in comparison with 2019 YTD.

Kerry Weller noted her concern that the 414 won't be sufficient for the 10 years as anticipated due to the minimum wage increases and its overall impact on the payroll.

Upon motion made by Cacilia Wyman, seconded by Sarah Gonzalez, the FY2020 budget was approved unanimously as presented.

(b) ***Treasurer's Report***

- Kerry moved, Sarah seconded motion to approve payment of monthly bills dated Nov 25 and Dec 18; approved unanimously.
- Michael moved, Sarah seconded motion to approve acceptance of \$10.41 annual fee on the November 25 bill cycle that was left off the list.
- Sarah moved, Jonathan seconded motion to accept the financial reports as presented for November 2019.

8. Committee Reports

(a) **Building and Grounds**

Michael reviewed the letter received from the HVAC engineer with a general estimate to make necessary repairs to the system. A rough estimate is that the cost for repairs could be \$100K.

Michael will ask another contract to provide an estimate and report back to the board.

Kerry suggested looking into if this work would be eligible to be considered for NYS construction aid funding; Tom will do research on this possibility. With the potential effect on health and energy efficiency it might qualify.

(b) **Development/Fundraising/Friends** Cacilia reported that the Silent Auction is underway with many great items and good turn out at the opening night.

(c) **Long-Range Planning** No report at this time.

(d) **Nominating** Cacilia reported that the committee will be meeting with potential candidates in the near future, with the potential to have new board members appointed in February.

(e) **Personnel** No report at this time.

(f) **Policy** No report at this time.

9. New Business No new business at this time.

10. Unfinished Business

Kerry will follow-up with Erica and Tom to update the restricted gift spreadsheet.

11. Personnel

Discussed in Director's Report.

12. Other business

Kerry reminded the trustees that a new full slate of officers will be needed for the February meeting, and her eligibility as a trustee expires in February.

Sarah moved, Michael seconded motion to enter into Executive Session at 8:15 pm to discuss a personnel matter; unanimous approval.

Cacilia moved, Mark seconded motion to exit Executive Session at 8:33 pm; unanimously approved.

There being no further business to discuss, the meeting was adjourned at 8:35 pm.

Respectfully submitted,

Jodi Fernandes