

**Millbrook Library**  
**Board of Trustees Monthly Meeting Minutes**  
**May 29, 2019 at 7:00 pm in the Bennett Room**

**1. Meeting called to order at 7:00 PM**

**a. Count quorum**

**In attendance:**

- Kerry Weller
- Mary Beth Whalen
- Kari Capowski
- Jodi Fernandes
- Phil D'Angelo
- Michael Sloan
- Sarah Gonzalez
- Cacilia Wyman
- Kirsten Woodin

**2. Accept minutes of last meeting**

- a. Motion made by Sarah Gonzalez and seconded by Michael Sloan. Motion passed unanimously.

**3. Discussion with public or employee visitors: None**

**4. President's report:** Phil D'Angelo called for an Executive Session at the end of the meeting.

**5. Library Leadership Reports**

**a. Director's Report (see attached)**

- 365 people attended the Literary Festival. 172 surveys were collected and contained good comments.
- Kirsten Woodin will keep the Board abreast of the audit.
- Kirsten received a quote from Hennessey Excavation to put a new sleeve inside the clay pipe to address problems with staff bathroom.
- Motion to accept both phases 1 (excavate and expose sewer line to determine condition) and phase 2 (remove existing sewer line, cut hole through concrete wall, install new pipe from basement across line area, backfill trench, rake, seed and fertilize disturbed area) and move forward made by Mary Beth Whalen. Seconded by Cacilia Wyman. Passed unanimously

**b. Youth Services Report:** Distributed via email prior to meeting

**6. Communications/Correspondence: none**

**7. Financial Reports**

**a. Monthly bills for April and finance report were approved unanimously.**

- Mary Beth Whalen moved to accept bills and finance report and Kerry Weller seconded.

**8. Committee Reports**

**a. Building and Grounds Report:**

- Michael Sloan provided a summary of communication with architect and engineer regarding modifications necessary in HVAC system for the non-fiction room.

**b. Fundraising Committee Report:**

- The Progressive Dinner earned \$2,765 and the cocktail party earned \$370.

**c. Long Range Planning:** none

**d. Nominating:** none

**e. Personnel:** none

**f. Policy:** Phil made minor changes to the Suspension policy. Michael moved to accept. Kari seconded. Unanimously approved. (See attached)

#### **9. New Business**

**a. Second Reading of Revised Patron Code of Conduct Policy**

- Mary Beth Whalen moved to accept. Jody Fernandes seconded. Unanimously approved. (See attached)

**b. Second Reading of Revised Study Room Use Policy (See attached)**

- Cacelia Wyman moved to accept. Kari Kapowski seconded. Unanimously approved. (See attached)

**c. Second Reading of New Suspension Policy**

- Michael Sloan moved to accept. Kari Kapowski seconded. Unanimously approved. (See attached)

#### **10. Unfinished Business**

**a. Security Cameras:**

- Discussion about the areas that needed to be covered by Vector's security cameras.
- Michael will find out if the service is stored in the cloud and if the programming includes software.
- Phil will join in the conversation with the vendor.
- Michael suggested getting another bid from A&R security.
- Kari Capowski suggested using an e-vote to get approval from the Board to facilitate timely purchase. She indicated that e-votes need to be unanimous.

**11. Personnel:** none

#### **12. Executive Session**

- Kerry Weller moved to go into Executive Session. Sarah Gonzalez seconded. Motion carried.
- Cacilia Wyman moved to leave Executive Session. Sarah Gonzalez seconded. Motion carried.

#### **13. Adjournment: 8:48 PM**

- Motion to adjourn made by Sarah Gonzalez. Seconded by Cacilia Wyman. Unanimously accepted.

**Next Meetings**  
**June 26, 2019**  
**July 24, 2019**  
**August 28, 2019**  
**7:00 PM**