

## Millbrook Library Board of Trustees

Minutes of Meeting June 26, 2019, 7:00 pm to 8:30 pm

**Present:** Phil D'Angelo, presiding, Mark Vila, treasurer, Jodi Fernandes, serving as secretary, Kari Capowski, Sarah Gonzalez, Michael Sloan, Jonathan Thorne, Elizabeth Vila, Kerry Weller, and Kirsten Woodin, Director.

**Absent:** Matthew Calkins, Mary Beth Whalen and Cacilia Wyman

1. A quorum of nine members was present.
2. Mark Vila reviewed the report given by Meredith Tiedmann (Bank of Millbrook) to the Finance Committee. She reviewed the trust investments at the committee's quarterly meeting.
3. A motion was made by Kari Capowski to accept the May 29, 2019 board meeting minutes, seconded by Jonathan Thorne, and unanimously approved.
4. No public or employee visitors were present.
5. President's Report  
Phil reported on the recent issue with the Pride Flag and reviewed the history of the Millbrook Business Association's wanting to have the flags flown prominently around the village.

There was miscommunication regarding the library's Pride Flag and it is being returned to the library. The board supports having a Pride Flag displayed at the library.

Discussion took place regarding anticipated attendance at the July and August board meetings.

A motion was made by Kerry Weller to adjust the 2019 board meeting schedule with the cancellation of the July 24<sup>th</sup> meeting, seconded by Jodi Fernandes and passed unanimously.

Phil will send announcement to all board members of this change and Kirsten will update the website.

6. Library Leadership Reports  
(a) *Director's Report*

### Building and Grounds:

Kirsten reported that she is still waiting for a quote from CIA on security cameras.

### Development/Grants:

Kirsten reported that the library has received \$10K for collection development. She informed the board the annual spring appeal is going out this week.

### Friends of the Library:

Kirsten attended the recent meeting of the Friends. She reported that the July meeting will be a brainstorming session on how to spend funds they have raised. At the September there will be an auction software demo.

### Outreach

Kirsten informed the board of a MHLS community service initiative taking place on October 19 called 'the Great Give Back' that Millbrook Library will be participating in.

### Personnel

Kirsten reported that performance reviews for staff will be scheduled for October.

### Other business

She reviewed upcoming programming, provided May statistics on the collection noting that the non-fiction needs weeding and informed the board of continuing education programs she has attended.

#### *(b) Youth Services Coordinator Report*

Kirsten highlighted the report from youth services which Joan distributed in advance of the meeting. Phil offered to send promotional information for library events to age-appropriate groups through the school communication system. Mark said he could include program promotional material with mailing of bank statements.

#### *(c) Teen Services Report*

Kirsten reviewed attendance statistics for teen programs.

She informed the board that the teen coordinator has started a teen advisory board. Discussion followed regarding planning for teen programming, teen advisory board, and any additional needs the coordinator may require for this program to grow and succeed.

Additional discussion took place on ideas to build teen engagement and participation and suggestions for programming.

7. No communications/correspondence to discuss.

### 8. Financial Reports

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

Mark reviewed all accounts and balances. Expenses and income reported.

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

- Jonathan moved, Kari seconded motion to approve payment of monthly bills dated June 2019; approved unanimously.
- Kari moved, Michael seconded motion to accept the financial reports as presented for May 2019.

### 9. Committee Reports

#### **(a) Building and Grounds**

Michael reported that the sewer line to the staff bathroom has been repaired; more modern piping was installed.

He reported that the HVAC contractor has ordered the necessary parts for the study room air repair, which is Stage 1 of this process. Stage 2 is to get proposals to fix overall system.

**(b) Development/Fundraising/Friends** No report at this time.

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

(d) **Nominating** No report at this time.

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

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

10. New Business No new business at this time.

11. Unfinished Business

**Security Cameras**

Proposals from A&R Security and Vector Securities were reviewed. CIA indicated interest in submitting a proposal but has not yet been received.

Michael suggested waiting for proposal from CIA before moving forward.

It was decided that Michael and Mark would review all proposals and make a recommendation to the board.

12. Personnel

Discussion took place regarding how best to fill a current open library clerk position.

13. No other business

Sarah moved, Michael seconded motion to enter into Executive Session at 8:06 pm to discuss a personnel matter; unanimous approval.

Kerry moved, Kari seconded motion to exit Executive Session at 8:50 pm; unanimously approved.

Phil reminded the board of the decision to wait for third bid on security cameras, and upon recommendation from Michael conduct an e-vote.

15. Jonathan moved, Mark seconded motion to adjourn the meeting at 8:51 p.m. Unanimously approved.