

Millbrook Library Board of Trustees
Regular Meeting
August 28, 2019 – 7:00 pm
Bennett Room

1. Count Quorum: No Quorum
In attendance: Cacilia Wyman, Jodi Fernandez, Sarah Gonzales, Mary Beth Whalen, Phil D'Angelo, Mark Villa, Thomas Finnigan, Interim Director
Kerry Weller arrived 7:18
2. Presentation: Friends of the Library MOU – Cathy Morrell & Denise Bauer
 - a. Review of Memorandum of Understanding resulted in some language changes at the beginning of the document to describe the Friends relationship to the board
 - b. Phil recognized the continued contributions of the Friends
3. Accept Meeting Minutes
 - a. Accept the June 26, 2019 meeting minutes
4. Discussion with public or employee visitors: none
5. President's Report: Phil met with Betsy Maas who complimented the library.
6. Library Leadership Reports
 - a. Director's Report: Thomas is working with Joan Frenzel and is grateful for her help; Phil will meet and discuss agenda with the interim through January
 - b. Youth Services Coordinator Report: No report
 - c. Teen Services Coordinator Report: Teen Services Coordinator tendered letter of resignation; Tom working to replace, possibly with internal hire.
7. Communications/Correspondence: No report
8. Financial Reports
 - a. Budget/Finance Committee Report: Mark checked July bills
 - b. Treasurer's Report
 - i. Review & Approve Monthly Bills – July & August 2019
 - a. Mark checked July bills; August almost ready, will work with Tom in the future.
 - ii. Accept Finance Reports – June & July 2019
9. Committee Reports
 - A Building and Grounds: nothing to report
 - b. Development/Fundraising/Friends: nothing more to report (see Friends report above)
 - c. Long-Range Planning: nothing to report
 - d. Nominating: Suggestion made to increase board by one member
 - e. Personnel: Library Director's letter of resignation read aloud
 - f. Policy: Friends of Millbrook Library New Memorandum of Understanding discussed again
10. New Business: Approve Millbrook Library MOU (below)
11. Unfinished Business

- a. Security Cameras: Tom is working with Michael on this.
12. Personnel
- a. Accept Resignation of Joseph P. Hines, III, Teen Service Coordinator effective August 22, 2019
 - b. Accept Resignation of Kirsten N. Woodin, Director, effective September 13, 2019, as per her letter
 - c. Sara Gonzales moves to accept resignations of Library Director and Teen Services Coordinator, accept bills, approve MOU, and resignations as stated in agenda. Motion seconded by Jody Fernandez. Unanimously carried.
13. Other: none
14. Adjournment: Cacilia Wyman moves to adjourn. Mark Villa seconds. Meeting adjourned at 7:26.

Next Meeting: September 25, 2019
Upcoming Meetings
October 23, 2019
November 20, 2019
December 18, 2019