

Millbrook Library Board of Trustees

Minutes of Annual Meeting February 19, 2020, 7:00 pm to 7:30 pm

Present: Kerry Weller, presiding, Mark Vila, treasurer, Jodi Fernandes, serving as secretary, Kari Capowski, Sarah Gonzalez, Michael Sloan, Elizabeth Vila, Cacilia Wyman, Nicky Schermann, Kay Bishop

Absent: Matthew Calkins, Thomas Finnigan, Interim Director

1. Meeting was called to order at 7:00 pm with a quorum present.

2. **President's Report**

Kerry stated: *"A summary of library operations and activities will be given by Tom Finnigan, Interim Director, and the chairs of the various Board committees.*

Tonight is my last Board meeting, as I have completed the maximum number of terms permitted by our By-laws. I want to thank the Board Trustees for your dedication to the library. It has been my privilege to work with each of you and I am grateful for the expertise, energy, time and support you have given to the Millbrook Library. I wish you and the library continued success."

3. **State of the Library Report-By Reference**

4. **Board Committee Reports**

i) **Finance**

Mark reported that the year over year projections were close and on par with our budget. We held off on big capital expenses and our trust income remained steady. Mark stated he is still learning his roll, is working with our interim director and plans to meet with Erika 2/20/20. All in all, we are in a good position if any work needs to be done. We will continue to budget as if we are fully staffed.

ii) **Buildings and Grounds**

Report by reference

iii) **Development/Fundraising/Friends**

Cacilia reported that the Friends are active, financially in good condition, the foyer plans are in full swing and the Mini Gold Fundraiser is planned for March 27th and 28th. She also stated the annual auction fundraiser is beginning to form their committees for this year's auction. Kari reported that the Fundraising Committee held a successful Progressive Dinner in May but due to the difficulties in securing hosts, the future of the dinner is uncertain.

iv) **Policy**

It was reported that the library is up to date on all policies and that our three year plan will expire in 2021.

v) **Nominating**

Kari reported that we said to goodbye to several wonderful board members for various reasons this year, including our two-term president Phil D'Angelo, Jonathan Thorne and Mary Beth Whalen. They will all be missed and we thank them all for their many years of service to the library.

vi) **Long Range Planning**

No report was given

vii) **Personnel**

Jodi reported that it was a challenging year but that we are moving on and are very grateful to Tom for stepping in to fill the director's position temporarily. We have placed an ad and are hoping for some good candidates. We are also putting the position ad on the library website.

5. Friends of the Library Report

(given during Board Committee reports)

6. Nominations and Vote for 2020 Officers

Cacilia made a motion to elect Jodi for the position of Board President. Sarah seconded and the vote unanimously passed.

Kari made a motion to elect Matt for the position of Vice President. Sarah seconded and the vote unanimously passed.

Cacilia made a motion to elect Kari for the position of Secretary. Sarah seconded and the vote unanimously passed.

Sarah made a motion to elect Mark for the position of Treasurer. Michael seconded and the vote unanimously passed.

7. Nominations and Appointment of Trustees

Kari made a motion to appoint Kay Bishop as a Board Trustee. Jodi seconded and the motion carried.

Kari made a motion to appoint Nicki Shermann as a Board Trustee. Sarah seconded and the motion carried.

8. Public Comment

There was no public comment.

9. Kerry made a motion to adjourn the meeting at 7:30 pm.

Respectfully Submitted,

Kari Capowski
Acting Secretary

February 19, 2020

Millbrook Library
The Building and Grounds Committee
February 19, 2020

Building Condition Annual Report

Work Complete

Security:

- Vector Security installed a video security system in August.

Grounds:

- The sewer line from the staff bathroom was replaced in June.

Building Conditions to be Addressed:

HVAC

- The fresh air ventilation system is not functioning. The system controls are not present to operate the system. In addition, there is no exhaust to the ventilation system, only supply. We are currently soliciting proposals from mechanical engineers to engineer corrective measures and preliminary cost estimates for the project. Due to the cost for these service, we are requesting three quotes, of which we have received two.

Older items from previous report

Franklin Entry

- Handrails: The base of the existing railings are deteriorating. This will become a safety hazard and needs to be addressed.
 1. Request for an estimate to repair the handrails. The work shall include cutting off the rusting steel below the bottom horizontal/sloped bar and then weld on new lengths of solid square bar steel of the same dimension. The weld should be ground smooth. Cleaning the rusted metal out of the concrete, priming and painting the new pieces and anchoring them in the holes with hydraulic cement shall be included.

Porch Ceiling:

- The existing Porch ceiling has been damaged by a roof leak. The leak was recently repaired when J&A Roofing came to the Library to assess the roof over the circulation desk, although there is the potential that flashing will need to be replaced. The Porch ceiling finish will need to be repaired and repainted.

Concrete Wall at Access Ramp:

- There is spalling concrete on top the accessible ramp wall where the handrail connects. This will need to be repaired.

End of Report

Annual Report
The Building and Grounds Committee
Millbrook Library

1

State of the Library Report February 19, 2020

As you are likely aware, 2019 was a momentous year for the Millbrook Library. Many changes occurred within its span. I was named Interim Director by the Board on August 22, 2019. In the ensuing months I have done my utmost to see to the Library's care and management. As, perhaps, you are also aware, I have made the decision to return to my former position as Head of Circulation as a full-time position. The job posting for director has been reviewed by the Board and sent out. I look forward to working with the new full-time director and helping them settle into the position.

The true life-blood of a library is its staff. In this, the Millbrook Library is fortunate to have a first-rate group of employees whose professionalism represents us six days of the week. In past, it was tradition for the staff to be present for recognition. However, this year's meeting taking place during normal operating hours and at a later time than usual has not allowed for this, so I will mention them by name. Our Teen Services Coordinator, Terry, our Adult Programmes Coordinator, Diana, our clerks, Brenda, Elizabeth, Justin, Amy, David, and Rebecca, our Maintenance man Scott and our pages, Grace, Rebecca, and Olivia are all people with whom I am proud to work.

Joan Frenzel retired from her position after 14 years as Youth Services Coordinator/Early Literacy Coordinator at the end of December. Her outstanding work and commitment as well as her wonderful personality are greatly appreciated and missed. We wish her all the very best for the future. The search for a new Early Literacy Coordinator is ongoing.

Phil D'Angelo resigned as President of the Board in November and Mary Beth Whalen resigned as Trustee. Phil's leadership and Mary Beth's service are both very much appreciated and commended. Kerry Weller has served as the Interim President of the Board these past three months. She will be cycling off the Board after having served nine consecutive years. Her commitment and hard work is also greatly appreciated and commended.

The Millbrook Library is extremely fortunate to have an actively supportive Friends group. Thanks to their untiring efforts, the Mini-Golf fundraiser was held for the first time in April with considerable contribution and the 14th Annual Holiday Silent Auction was held in December. The latter, thanks also to the generosity of the local community, brought in \$8,800 to support special projects not covered by the library's operating budget. The Friends of the Millbrook Library group is deeply thanked and appreciated.

The Millbrook Library added over 1,600 books, DVDs, and other materials to the collection in 2019.

The annual attendance was slightly up from the year before with an estimated 34,500 adults and children coming through our doors.

Highlighted among several of the programmes Millbrook Library had in 2019 are: The MAG concerts in conjunction with Catskill Jazz Factory, the Art Blast! show of local students' art work in the Great Hall art gallery, the Fall In Love with Millbrook, MAG Sip and Shop and Paintout, Peter Charlap's Death Row Portraits Gallery Talk, Community Day's Vital Opera Concert, the Ukulele Workshop, the Local Author Visit from John Langan, and Mark Rust's Concert as part of the NEA's Big Read initiative.

We look forward to continuing to providing great service and interesting programmes to the community in 2020.

Respectfully submitted,
Thomas Finnigan
Interim Director