

Millbrook Library Board of Trustees

Minutes of Meeting January 22, 2020, 7:00 pm to 8:05 pm

Present: Kerry Weller, presiding, Mark Vila, treasurer, Jodi Fernandes, serving as secretary, Matthew Calkins, Kari Capowski, Sarah Gonzalez, Michael Sloan, Elizabeth Vila, Cacilia Wyman and Thomas Finnigan, Interim Director.

Absent: Jonathan Thorne

1. Meeting was called to order at 7:00 pm with a quorum was present.
2. A motion was made by Sarah Gonzalez to accept the December 18, 2019 board meeting minutes, seconded by Cacilia Wyman, and unanimously approved.
3. Two guests were present for the meeting: Kay Bishop and Nicki Schermann.
4. President's Report
 - Update on Union Vale contract: Kerry reported that there will be a meeting next week with the Union Vale town supervisor, library directors and presidents to work on an agreement for the contract.
 - Recognition of Joan Frenzel: Kerry reported that she is still looking for a plaque. She anticipates she will be able to present the final product to the trustees for approval at the February meeting.
 - Phone system: Kerry reported that the international calling was removed from the phone plan due to a hacking incident that Tom will report on in more detail.
5. Library Leadership Reports
 - (a) *Director's Report*
 - Tom reported on the hacking issue with the phone system; nothing was compromised and all passwords have been reset as a precaution.
 - He noted that the Friends are still tallying up final numbers from the auction.
 - He also reported that a clerk has resigned and two new clerks have been hired.
 - Preparations are underway for a worker's compensation audit currently scheduled for early February and contingent upon all necessary reports being ready to present.
6. No communications/correspondence to discuss.
7. Financial Reports
 - (a) **Budget/Finance Committee Report**

Mark will contact Meredith at the Millbrook Bank to arrange for her to present at the next meeting.
 - (b) **Treasurer's Report**

- No updates yet on the Sept and Oct 2019 reports; Mark will follow up with the bookkeeper.
- Mark reported no material changes since last month's report.
- Discussion took place regarding confirming if the cleaning service has coverage for worker's compensation. Tom will look in to this; if the cleaning service does not **have** their own then the library will need to get the proper coverage.
- Matt moved, Kari seconded motion to approve payment of monthly bills dated Dec 30 and Jan 9; approved unanimously.

8. Committee Reports

(a) Building and Grounds

Michael gave an update on the continuing HVAC issue. The second engineer believes there is an additional issue comprising the HVAC units and a full diagnostic study should be conducted to assess best way forward to properly correct the situation.

A motion was made to approve Michael identifying three (3) firms to conduct the HVAC assessment; Kari moved and Matt seconded; approved unanimously.

Tom reported on the temperature issues in the Children's Room and a problem with the furnace was identified as the culprit. He is waiting to hear back from the technician on repair.

(b) Development/Fundraising/Friends Cacilia reported that the Friends are looking into renovating/updating/improving the library entryway. They are holding a public meeting on Saturday inviting the community into the planning of this upgrade and consider options/ideas.

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

(d) Nominating Kari reported that the committee is still interested in receiving potential board members; a rep from Union Vale would be a good addition. She reminded the board that a full slate of officers will need to be presented at the February meeting.

(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

Restricted gift spreadsheet was reviewed. Discussion of the Dactyl Foundation balance took place; Mark will find out what the correct amount is from the Literary Festival and reconcile the number.

11. Personnel

Tom reported on some changes in personnel:

- Alisha Luciano resigned effective January 17, 2020.
- Diane Moro-Abramowitz was hired as clerk effective January 22, 2020.
- Rebecca Hagan was hired as clerk effective January 21, 2020.

The board accepts the resignation and approves the two new hires.

A motion was made to enter into Executive Session at 7:50 pm to discuss a personnel matter; Matt moved, Kari seconded, all voted in favor.

Elizabeth moved, Mark seconded motion to exit Executive Session at 8:04 pm; unanimously approved.

There being no further business to discuss, the meeting was adjourned at 8:05 pm.

Respectfully submitted,

Jodi Fernandes