

Millbrook Library Board of Trustees
Minutes of Meeting
Tuesday, September 27, 2022- 7:00 pm
Bennett Room--Millbrook Library

Present: Jodi Ferdandes--President, Mark Vila--Treasurer, Trustees: Jeff Zelevansky, Kay Bishop, Sarah Gonzalez, Michael Sloan, Megan Brandow-Faller
Library Director Courtney Tsahalís
Absent: Father Matthew Calkins--Vice President, Nicole Anderson, Elizabeth Vila, Kim Moffitt, Kari Capowski--Secretary

1. The meeting was called to order at 7 pm with a quorum present.
2. There were no visitors present.
3. President's Report:

Jodi discussed the recent challenges we have experienced for meeting a quorum for the board meetings and the importance of board attendance in order to conduct the business of the library. She noted that people have many commitments in the evenings which can make it difficult to attend meetings and suggested that we take a survey to determine if there is a better night for the monthly meetings. There was also a discussion on finding additional members for the board, and everyone was encouraged to suggest potential candidates for consideration. More discussion and follow up on this at our next meeting.

4. The August meeting minutes will be reviewed at the October Board meeting.
5. Library Director's Report:

Action items:

- Courtney presented estimates for spending for carpet cleaning, motion to approve, seconded, unanimously approved
- Courtney had an estimate for painting outside railings, and cleaning the bricks around entrances: motion to approve was seconded and unanimously approved
- hiring of Jen McCreery for the vacant position of Assistant Director and Head of Circulation, motion to approve, seconded and unanimously approved
- hiring of Jennifer Duffy for a vacant clerk position, motion to approve, seconded, and unanimously approved

Courtney presented the information in the Director's Report to the board. See attached Director's Report for the remainder of her report.

6. There were no communications or correspondence to discuss.

7. Financial Report

--Mark discussed the Budget vs Actual report for the first six months of 2022. The predicted budget is on track, including staffing expenses which are the largest budget items.

--There was a motion to approve the bills to be paid for August 17, September 1 and September 15. The motion was seconded and unanimously approved.

--attached are the financial reports:

-Finance Report 9/20/2022

-Profit and Loss

-Balance Sheet

-Budget vs Actual January-June 2022

-Bills to be paid for 8/17/22, 9/1/22, 9/15/22

-Credit Card statement 9/15/22

8. Committee Reports

a. Building and Grounds --nothing to report

b. Development/Fundraising/Friends:

--The board expressed its thanks to the Library Friends and board members for recent fundraising efforts.

--Megan discussed the need to increase our fundraising, cultivate a younger crowd for donations, and have an operating budget for development. Mark stated that there is a budget item for development, which is available when needed.

c. Long-Range Planning--nothing to report

d. Nominating --nothing to report

e. Personnel--nothing to report

f. Policy--nothing to report

9. A motion to adjourn at 7:50 was seconded and unanimously approved.

Attachments:

-Library Director's Report

-Finance Report 9/20/2022

Respectfully submitted,
Kay Bishop, for Kari Capowski, Board Secretary

Next meetings:

Tuesday, October 18

Tuesday, November 15

Tuesday, December 20

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Action Items:

- Vote on carpet cleaning
- Vote on railing proposal
- Vote on hiring Jennifer Duffy
- Vote on hiring Jen McCreery

Building Updates

- I've gathered some carpet cleaning estimates since our old company moved:
 - Jim Ingegneri - \$4,170.
 - Galletta's Carpet, Tile & Upholstery Cleaning - \$4,086.80
- Edward Stanley Engineers LLC came out on August 31st to look at the building before designing plans.
- Dennis who does our lawn has offered to scrape and paint all railing outside, as well as remove some mold on the bricks around our entrances. His quote of \$2,100 includes supplies.
- Our UPS battery died and knocked out our internet for about an hour in early September. MHLS worked with us to get it back up, ordered a replacement, and installed it on 9/14.
- Central Hudson has given us a proposal to upgrade our lighting to LED. The total cost for us would be \$4,497.98.

Collection Updates

- Weeding is a continuous project! I'm working on the Fiction section again since it's been about a year since I went through there.

Development/Grant Updates

- We've officially closed out the Dutchess County Learn, Play, Create grant.
- I've updated the Square account so that funds now go into our checking account instead of savings.

Friends

- The Friends mini golf event was a big success. The amount they have raised is still to be determined, but they made a profit!

Mid-Hudson Library System

- I've been serving on a committee that is looking at library ebook spending and setting guidelines for purchasing.

Outreach

- We will be working with MAG for their Fall in Love with Millbrook event on October 8th.
- We will be hosting a volunteer fair on October 22nd.

Millbrook Library Director's Report September 2022

- We will be conducting middle school visits in October.
- We are participating in the Great Give Back again this year with a number of events, including donation drives.
- Kate is exploring the best way to do outreach to Elm and Alden, as well as facilitating classroom visits to the library.

Patron Concerns

- Nothing to report.

Personnel

- Tom Finnigan resigned from his position on August 27th. We are hiring Jen McCreery to fill this position and she will be starting on October 24th.
- Terry Konrath resigned from her position on August 29th. We are hiring Jennifer Duffy as our new clerk. Her start date will be September 27th.
- We have talked as a staff about this situation, and I've talked with everyone individually. I will be having regular check-in meetings with all the staff from now on.
- Staff completed both overdose rescue training and CPR training in early September.

Programming

- We have a lot of exciting events coming up in October (mentioned under Outreach).
- Kate is settling into children's programming very well.

Sustainability

- I've replaced our battery recycling box; our old one was full.
- We are working on a grant with the Friends and the Millbrook Garden Club to install a pollinator garden.

Statistics

[Please view the statistics here.](#)

Meetings

- 8/18 - DCDA Meeting
- 8/19 - Ad Hoc Committee on OverDrive
- 8/23 - Ad Hoc Committee on OverDrive
- 8/29 - Staff Meeting
- 9/2 - Staff Discussion
- 9/2 - Pollinator Garden Meeting
- 9/7 - Narcan Training
- 9/7 - EV Charging Meeting with Village
- 9/7 - Central Library/Collection Development Advisory Committee
- 9/14 - Heartsaver First Aid CPR AED Training
- 9/17 - Pages & Pinots Event

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- 9/19 - Pollinator Garden Meeting -MGC

Respectfully submitted on September 19th, 2022 by Courtney Tsahalis.

Millbrook Library September 2022 Financial Report

June 2022 Profit and Loss vs. Budget

50.0% of 2022

Income

- I. 400 Government Support, \$184,138.25 @ 99.4%, received 414 funding.
- II. 410 Contributions Income, \$12,711.95 @ 16.5%.
- III. 420 Grants, \$12,772.00 @ 63.9%.
- IV. 430 Interest Income, (\$8,094.30) @ (35.2%), market related.
- V. 431 Interest Retr. Charitable Trust, \$87,817.15 @ 63.6%, correction has been made and will show on July report.
- VI. Total Income, \$292,227.97 @ 65.2%, due to 414 funding.

Expenses

- I. 645 Supplies, \$3,817.07 @ 95.4%
- II. 600 Professional Fees, \$14,973.09 @ 75.2%.
- III. 605 Bank Fees, \$2,171.75 @ 8.7%, due to Millbrook Trust Dept. billing annually in December.
- IV. 625 Computer Maintenance, \$694.76 @ 17.4%.
- V. 630 Telephone, \$977.25 @ 39.1%.
- VI. 635 Internet Service, \$880.44 @ 62.9%.
- VII. 660 Insurance-Building & Contents, \$5,935.45 @ 36.0%.
- VIII. 661 Workers Compensation, \$1,463.13 @ 32.5%.
- IX. 665 Printing/Stationery, \$2,828.48 @ 113.1%.
- X. 675 Programs, \$12,341.03 @ 123.4%.
- XI. 680 Public Relations/Outreach, \$3,740.05 @ 467.5%.
- XII. 695 Fundraising Expense, 0.0%.
- XIII. Total Expense \$298,397.87 @ 48.9%, larger budgetary, Payroll, taxes, and collection development, are properly aligned to budget.

Net Ordinary Income 3.8% of budget, (\$6,169.90) actual vs. (\$162,614.00) budget, well under budget due to 414 funding that will be drawn down over the year.

Millbrook Library September 2022 Financial Report

As of May 31st, 2022 Balance Sheet, Previous Year Comparison

Assets

- I. 100 Checking, \$326,319.10 @ (25.1%)
- II. 110 Friends, \$22,384.52 @ (21.9%), due to work improvements for Franklin Ave entrance area.
- III. 142 Prepaid Expense, \$2,205.69 @ 89.4%.
- IV. 140 Prepaid Insurance, \$5,205.88 @ 106.8%
- V. 154 Capitalized Construction, \$56,100.00 @ 897.3%, Payment to Altieri.
- VI. 156 Computers, \$61,386.97 @ 44.7%, New Tablets.
- VII. 162, Landscaping, \$4,790.62 @ 100.0%.

Liabilities

- I. 2000 Accounts Payable, \$26,138.38 @ 210.2%
- II. 210 Accrued Payroll & Payroll Taxes, \$12,803.02 @ 69.5%

New Business

- I. Review and Approve Bills