

February 28, 2018

Brewster Public Library Board of Trustees Meeting

Attending: Karen DeSantis, Michael Conn, Peter Carey, Rob Gosselink, Lynn Marrison, Gina Loprinzo

*No public comment

*Karen motioned to accept 1/24/18 minutes, Rob seconded, and all in favor.

*Financial Report: (Funds expected from town in March) Karen moved to transfer \$40K to the Capital Fund, Michael seconded, and all in favor. In addition, Michael moved to approve the Jan./Feb. capital expenses (change orders), Karen seconded, and all approved.

*Gina noted that the construction themed "Take Your Child to the Library" event was well attended.

*Rob motioned and Michael seconded to accept the Annual Report after review with Gina. All approved.

*After consulting staff, Gina reported a consensus to follow the December closings in the employee handbook.

*All were in favor to accept Rob as Financial Officer (Michael moved and Karen seconded).

*Rob motioned and Karen seconded to accept the new contract with the current architect. All approved.

*The Patron Code of conduct with one minor change was reviewed. Karen motioned to accept, Michael seconded, and all in favor.

*Kevin Finnegan, a retired attorney has submitted a trustee application. The board will invite him to attend the next meeting.

*Review of Insurance coverage: Rob has consulted a firm that specializes in library accounts. Possible increase in insurance fees projected. Invitation for an insurance presentation will be extended for 3/28.

*The library's participation in the monthly Brewster Chamber of Commerce meetings was discussed. It was determined that Gina will be reimbursed should she attend. If she cannot, a board member substitute can be reimbursed. If a board member joins the library director at a meeting, that person will not be reimbursed. Rob moved to accept this reimbursement policy, Karen seconded, and all agreed.

*A 2017 audit was discussed. \$5K will be budgeted. Discussion on timing will follow.

*Michael motioned to adjourn at 7 P.M. and Rob seconded. All approved.

Next meeting: March 28, 2018