

May 23, 2018

Brewster Public Library Board of Trustees Meeting

Attending: Kevin Finnegan, John Blaser, Peter Carey , Michael Conn, Peggy Bruen, Karen DeSantis, Rob Gosselink, Lynn Marrison, Gina Loprinzo

* No public comment.

* John moved to accept the 4/25/18 minutes, Rob seconded, and all were in favor.

* Michael moved to accept the monthly financial report after discussion, Karen seconded, and all were in favor.

* The Building Committee update: The outside area is now open. Furniture for the area was discussed. Kevin moved to approve the purchase of 3 large round tables, Rob seconded, and all were in favor.

* Construction change orders and expenses: #23-25 (includes ERV occupancy sensor, walkway handrail, granite bumper rocks). Michael moved to accept these change orders, Peggy seconded, 6 trustees agreed, one trustee voted nay to the granite blocks.

The following capital expenses were approved:

Rob moved to accept the monthly fee of the I-CAN storage unit, John seconded, all were in favor.

John moved to accept the legal fee of Jacobwitz and Gubitz (\$102.08), Michael seconded, all in favor.

The fee for the Village of Brewster gas hook up permit was approved by all, motion by John and Michael.

* Director's Report:

The Building inspector approved the new construction. We are waiting for the Certificate of Occupancy. (We received verbal permission for use.)

Gina suggested restructuring the library positions to provide more coverage of the Children's Room by hiring

A librarian at a rate of \$22-\$24 per hour and a programming assistant/clerk at a rate of \$13-\$15 per hour. There was discussion of posting for a cleaning / custodian at \$15 per hour for a total of \$450 per month, which is what we pay for cleaning services now.

* With this phase of the construction complete, a current building appraisal from Bruen, Deldin, & DiDio is needed. Phase I will be covered by our current policy until year's end. An RFP proposal should be forthcoming for discussion for 2019 planning.

* Policy Update Review:

Michael moved to accept the revised Computer Usage Policy, John seconded and all were in favor.

Gina/Karen will research sample Conflict of Interest Policies for the next meeting. The board appreciates the leadership in updating our current policies.

* The Ribbon Cutting Ceremony/Celebration will take place on 6/30 at 11:00 AM, followed by the Summer Program Kick-Off Event at noon.

* Michael moved to adjourn the meeting at 7:05 PM, John seconded, and all agreed.