



BEEKMAN LIBRARY ASSOCIATION
Board Meeting
Monday, November 26, 2018
Beekman Library Community Room

Trustees Present: Bitsy Scigliano, Lynn Brickman, Karen Madden, Linda Jacobs, Kate Monroe, Beth Ferguson

Trustee Absent: Breda Huvane

Trustee on Leave: Julie Mirsberger

Staff Present: Carol Fortier

Call to Order: Bitsy Scigliano called the meeting to order at 6:56 pm.

Approval of Minutes:

Bitsy Scigliano made a motion to accept the minutes as written from the October 2018 board meeting. Karen Madden seconded. Passed unanimously.

Treasurer's Report: (on file)

Balance Sheet (cash in the bank):

as of October 31, 2018

Total Assets: \$ 351,074

as of November 20, 2018 (preliminary)

Total Assets: \$ 336,744

Income Statement:

as of:

	<u>October 2018</u>		<u>October 2017</u>
	\$ 484,753	Total Income	\$ 455,528
	\$ 409,978	Total Expenses	\$ 383,912
	\$ 77,775	Net Income	\$ 71,616

Overall: 2018 Actual vs. 2018 Budget: Under budget by \$ 2,862
 2018 Actual vs. 2017 Actual: Income higher by \$ 6,159

Capital Fund Total Assets \$59,360

Friends of Beekman Library Report

- Lollipops will be on sale for the upcoming holidays
- Cookie Sale December 15
- November Book Sale had a good turnout
- Annual Appeal letters mailed out

Director's Report:

See report on file.

- Lighting was installed and received positive feedback
- UV water filtration system issue was resolved.
- Sexual Harassment training completed

Executive Session

Bitsy Scigliano made a motion seconded by Karen Madden to enter Executive session at 7:28 pm to discuss a personnel matter. All in favor

Bitsy Scigliano made a motion seconded by Karen Madden to end Executive session at 7:32 pm. All in favor

Committee Reports

Expansion Committee

No report

Finance Committee

Meeting scheduled for December 10, 2018 to discuss mortgage and 414 plans

Personnel Committee

Reviewed staff reviews completed by Carol Fortier

Policy Committee

No report

New Business

MHLS Turning Outwards Program Discussion

Carol Fortier presented information regarding program to inform the plan of service with community conversations. Deadline for application is December 1 and require 4-person team. Carol Fortier will verify dates and requirements for meeting attendance and then submit the applicaiton.

Trustee email change

Verified and discussed that Trustees to use library email address for library business

December Meeting

Verified December 17 meeting date adjusted due to holiday on fourth Monday. (Dec 24)

Board Self Evaluation

Shared MHLS form for Board of Trustee self evaluation to be completed by each trustee by the January meeting.

Old Business

2019 Budget Discussion

Discussed line items on the budget as presented by Executive Director.

Action Items

Bitsy Scigliano made a motion seconded by Karen Madden to approve the November 2018 warrant for the payment of the bills.

In favor: 5

Opposed: 0

Abstain: Beth Ferguson who did not review the warrant in time

Motion passed unanimously

Bitsy Scigliano made a motion seconded by Beth Ferguson to accept the 2019 line item budget at a total of \$494,640.

In favor: 6

Opposed: 0

Motion passed unanimously

Public Comment

none

Motion to adjourn made by Bitsy Scigliano seconded by Linda Jacobs approved unanimously
Meeting adjourned 8:43 pm.

Next Meeting: Monday, December 17, 2018 7:00 pm.

Respectfully submitted by Lynn Brickman