

## Millbrook Library Board of Trustees

Minutes of meeting October 20, 2020, 7:00 – 8:00 pm (Via “Zoom”)

**Present:** Jodi Fernandes, presiding, Father Matthew Calkins, Vice President, Mark Vila, Treasurer, Kari Capowski, Secretary. Trustees: Sarah Gonzalez, Cacilia Wyman, Michael Sloan, Nicky Schermann, Kay Bishop and Library Director Courtney Tsahalis

**Absent:** Elizabeth Vila

1. Meeting was called to order at 7 pm with a quorum present.
2. Approval of September 15th, 2020 meeting minutes. A motion to approve by Jodi and second by Mark. All in favor.
3. No public or employee discussion
4. President’s Report

Jodi stated she would report during Long Range Planning

### 5. Library Leadership Reports

Courtney began by reporting that everything is going smoothly at the library. She attended a briefing with MHLS that focused on potential plans if COVID cases rise significantly in our area. There was discussion about “zones”, center of clusters, etc. Curbside pick-up continues, mainly for Fountains residents at this point in time. She stated that quarantine time has been shortened to 24 hours as per NY State Board of Health.

With regards to the building, our oil burner maintenance was completed 9/29. A furnace pump is broken and needs replacement. Our yearly lift inspection passed.

“Hoopla” is live. We put \$1,000 on credit for use by patrons. There was a brief discussion of digitalizing the Round Table archives and the Bennett collection. Rebecca would take the lead on this and the cost would be approximately \$500 to start and \$240/year for hosting fees (additional hosting fees possible). Hudson River Heritage to provide equipment and there would be a link on our site. Nicki made a motion to approve all. Mark seconded and all approved.

Brief updates: The annual appeal is ready to go to the printer. There has been a reduction in state aid. The Friends are moving forward with the Franklin entry update and would like to relocate the fire alarm. The catalogue is being updated

online. The annual report was sent to the printer. Voter registration was very successful. The library teamed up with local businesses for a “Halloween Hunt”. Rebecca took on hours from the page that resigned. There was great response to the recent “Teen Craft Club”. The “Great Give Back” food collection at the library started 10/17 and runs all month. The card making for Fountains long-term care residents was successful. The first meeting of the sustainability initiative is 10/21. No updates on the Union Vale issue. Courtney stated that Gillian did “a great job on the website” and that we will be hosting it ourselves at \$98/yearly. Caclia made a motion to approve that expense and Mark seconded. All approved.

A patron wanted to bring a potential service dog into the library. It was suggested we update our policy to include “service dogs in training”. Mark made a motion to approve. Michael seconded and all approved.

6. There was no correspondence or communications.

7. Financial Reports

***Treasurer’s Report***

Mark thanked Courtney for her wonderful report and reflected on the vibrancy of our library! All agreed. We reviewed our August numbers. Income is where it was last year, grants/contributions are up and expenses are down. Our net income is up and all in all, we are in a good position. The PPE Forgiveness loan is not until January. Mark made a suggestion that Courtney make a big effort to shop locally for the library whenever possible. There was brief discussion about this and all agreed.

Mark made a motion to accept bills from 9/17, 10/1 and 10/15. Jodi seconded and all approved.

Mark made a motion to accept the August 2020 financial report. Michael seconded and all approved.

8. Committee Reports

(a) ***Building and Grounds*** No report at this time

(b) ***Development/Fundraising/Friends*** No report at this time

(c) ***Long-Range Planning*** Kari and Kay will be joining Jodi and Matt on this committee. We will begin our next 3 year plan with the draft to be

presented at our 2021 annual meeting. We will begin with a survey of the community which Courtney will be helping facilitate.

(d) ***Nominating*** No report at this time

(e) ***Personnel*** No report at this time

(f) ***Policy*** No report at this time

9. There was no new business but a brief discussion of the Amenia Library breaking ground. The board is excited for them!

10. There being no further business to discuss, Jodi made a motion to adjourn at 7:42. Mark seconded and all were in agreement.

Respectfully submitted,

Kari Capowski  
Board Secretary

Upcoming Meeting  
Tuesday, December 15th