

Millbrook Library Board of Trustees

Minutes of meeting April 21, 2020, 7:00 – 8:00 pm (Via “Zoom”)

Present: Jodi Fernandes, presiding, Mark Vila, treasurer, Kari Capowski, secretary. Trustees: Sarah Gonzalez, Michael Sloan, Elizabeth Vila, Cacilia Wyman, Nicky Schermann, Kay Bishop, Thomas Finnigan, Interim Director. Also present: library employee Elizabeth O’Connell

Absent: Matthew Calkins

1. Meeting was called to order at 7:18 pm with a quorum present. Jodi informed board of “Open Meeting Laws” and informed all that meetings would be recorded going forward.
2. Re-Approval of January meeting minutes, approval of February 19 annual and regular meeting minutes and the March 15 special meeting minutes. A motion to approve all by Michael and second by Sarah. All in favor.
3. Jodi welcomed our guest (and library employee) Elizabeth O’Connell and thanked her for her work in acknowledgement of National Library Workers Day.
4. President’s Report

Jodi began by thanking Scott and Tom for taking care of the library during the library closure. She stated she has been keeping up with, and getting helpful information from, MHLS and that some libraries are beginning to discuss eventual re-opening plans. She discussed state aid cuts and a webinar about applying for grants that she and Tom plan to attend.

There has been no reply from the Union Vale town supervisor to the letter that was submitted in February. We will move ahead with restrictions being as there was no reply. MHLS agreed that Union Vale residents will have library access during the time the libraries remain closed due to the public health emergency and were notified of this on 3/27/20.

5. Library Leadership Reports

Tom stated he has been going in to the library most days. He was quarantined from 3/30-4/18 but luckily did not become sick. He stated the library’s flag is at half

mast in recognition of the thousands of New Yorkers who have lost their lives to COVID-19.

He reported that MHLS will extend checked-out items until mid-May. Dutchess Lock repaired the Friendly Lane door and installed locks on study room doors. Our bookkeeper has been in twice during the lockdown and states the library is “financially sound” and has submitted items for the annual audit. There was discussion about and “Opening Guidance Campaign” and trustees were asked to email Senator Delgado asking for this state guidance and to help bring attention to libraries during this time.

6. There was no correspondence or communications.

7. Financial Reports

Treasurer’s Report

Due to illness, Mark has not had a chance to review accounts but has been in touch with Erika. He stated that the auditors usually come in in April to finalize depreciations and other items for the taxes (gains/trust, etc). We will need to review the change in our income and Erika will be sending reports to review for our next meeting.

8. Committee Reports

(a) ***Building and Grounds***

Michael informed us that we will be getting a third bid for the work that needs to be done.

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

(c) ***Long-Range Planning*** No report at this time.

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

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

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

9. New Business

Jodi stated she sent around the “Paid Leave Resolution” and wants to add language with regards to dates. There was a brief discussion about what to add and it was agreed that the language will include “March 16th through the end of the state mandated closure”. Cacilia made a motion to accept this language and it was seconded by Mark. All voted in favor.

Kay began a discussion about committees and where she could be of use to the board. Nicki also stated her interest in joining a committee where she might be needed. Mark gave a brief overview of the finance committee.

Michael mentioned that his firm will be overseeing the renovations to the Thorne Building project and asked the board if they have any thoughts on the matter to please share.

10. There being no further business to discuss, Jodi made a motion to adjourn and Kari seconded. All voted in favor and the meeting was adjourned at 7:57 pm.

Respectfully submitted,

Kari Capowski
Board Secretary

Upcoming Meeting
May 19th