

Millbrook Library Board of Trustees

Minutes of meeting December 15, 2020, 7:00 pm (Via “Zoom”)

Present: Jodi Fernandes, President, Mark Vila, Treasurer, Kari Capowski, Secretary. Trustees: Nicki Schermann, Elizabeth Vila, Kay Bishop and Library Director Courtney Tsahalis

Absent: Father Matthew Calkins, Vice President, Cacilia Wyman, Sarah Gonzalez

1. Meeting was called to order at 7 pm by Jodi with a quorum present.
2. Approval of November 17, 2020 meeting minutes. A motion to approve by Mark with second by Nicki. All in favor.
3. Discussion with guest and possible future trustee Mr. James Eades. James introduced himself to the board and told us a little about himself.
4. President’s Report

Jodi presented the board with a schedule of proposed meeting dates for 2021. Kari made a motion to accept the dates, Michael seconded. The board voted and all approved. Jodi stated the approved meeting dates would be posted on the library website.

5. Library Leadership Reports

Courtney began by reporting that we may need to go back to curbside in the near future and that she would like to add some wording to our pandemic policy to create “consequences” for people who are repeatedly reminded to wear masks (properly) in the library. Jodi said she will be in touch with Courtney after the meeting to discuss.

With regards to the building, the door is working again! Jeffrey Van Tassel has estimated the cost to replace the boiler at approximately \$920. The alarm system was inspected by Vector in late November and is all set for another year.

Brief updates: Hudson River Valley Heritage has approved our application for digitalization of the Bennett Collection. The fall appeal letter has been sent out. To date we have received 39 responses with \$5,520 in donations from donors. We have

also received a very generous gift of \$5,000 from the Vincent and Carol W. Dean Family Charitable Foundation to be used for children's books and reading programs. Courtney stated she is working with Erika to determine when to submit our PPP forgiveness application (looking at mid January). Courtney would like to propose that we go fine-free starting in January. With only \$1,000 collected in overdue fines throughout the year and most libraries trending towards going fine-free, she thinks it is the way we should go as well. It is decided we will vote on this as needed in January. She did note that patrons will still be responsible for replacement costs if materials are lost or damaged. The fire alarm has been moved to accommodate the work in the entryway, the Friends purchased a Cricut machine for the library which is used to save time and energy in the making of things like the very popular craft kits. We have renewed our tech support contract with MHLS at the same service level. Courtney stated that they have been very helpful to her in her first year as Director. We have received our second shipment of blue light blocking glasses which are available free to patrons. Elizabeth O'Connell will be leaving the library mid-December to move out of state. "She has been wonderful to work with, and she is always calm and professional. We will miss her at the library", says Courtney. We have some possible candidates to fill Diana's position and Justin O'Hearn will be coming back to the library as a temporary substitute for Elizabeth's position. A motion was made by Nicki to approve Justin's rehiring. Kari seconded and all approved. We have been getting a lot of positive feedback about Abby's children's programming. Terry's teen craft kits are very popular, we had a huge response to the holiday card kits and a successful virtual tour of Jackson Pollock's studio. Our Green Team met for the second time in November. Our new website of available to view. Looking to go live 12/14.

Courtney included November's statistics and her meeting/event calendar from 11/1—12/9 and ended her report by letting trustees know that they should expect and email in the coming weeks to possibly vote to approve moving back to curbside only.

6. There was no correspondence or communications.

7. Financial Reports

Treasurer's Report

Jodi made a motion to accept bills from 11/23 and 12/10. Michael seconded and all approved.

Mark's report was for October 2020. He stated our income was the same but that is variable. Most expenses are down with exception of some collection development and the new router and computer. Our net income is good especially in light of the year we have had! Mark made a motion to approve the 10/20 financial report. Jodi seconded and all approved. Mark went over the 2021 budget, having left 2019 and 2020 in for comparison. There were a few notable items, including lines 400 (there will be a drop in income due to the unresolved dispute with Union Vale), 420 (grants may be very different this year) and 610 (income/expense increase and we are hoping to come close to the budgeted amount with more consistent staffing). Jodi says she supports the 2021 budget. Mark stated we need to "be realistic about the variable income" and Courtney added that she feels the budget is "pretty solid and we can adjust accordingly throughout the year and thank you to Mark for all of his hard work on it". Jodi asked for a motion to approve the 2021 budget. Kari made that motion and Kay seconded. All approved.

8. Committee Reports

(a) ***Building and Grounds*** Michael reported he has spoken with three different firms for proposals for HVAC and lighting upgrades. Michael suggested we hire Alteriero to conduct a study to nail down what the actual problems are. They will report on their findings and recommendations and then we can obtain estimates for the work. Jodi made a motion to approve hiring Alteriero. It was seconded and all approved.

(b) ***Development/Fundraising/Friends*** Nothing to report

(c) ***Long-Range Planning*** Starting to work on the three year plan after the holidays .

(d) ***Nominating*** Nothing to report

(e) ***Personnel*** Nothing to report

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

9. There was no new business

10. There being no further business to discuss, Kay made a motion to adjourn at 8 pm. Mark seconded and all were in agreement. Our next meeting will be January 19th, 2021

Respectfully submitted,
Kari Capowski
Board Secretary