

Millbrook Library Board of Trustees
Minutes of meeting January 19, 2020, 7:00 pm (Via “Zoom”)

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

1. Meeting was called to order at 7 pm by Jodi with a quorum present.
2. Approval of December 15, 2020 meeting minutes will be done next month.
3. James Eades was present for our meeting.
4. President’s Report

Jodi reported on her meeting with the Personnel Committee and their meeting with Courtney for her six-month review. She stated that it was an excellent review and the board is very pleased with her performance to date and we look forward to our continued work together.

5. Library Leadership Reports

Courtney began with discussion about some health insurance changes. Mark made a motion to make the changes and Sarah seconded and all approved. She then reported that she and the staff feel comfortable with the level of service they are offering currently (no indoor seating, limited computer use, etc).

With regards to the building, Jeffrey Van Tassel will be coming to fix the boiler bearing assembly on 1/26.

Brief updates: Digitalization of the Bennett Collection begins in February. The Fall Appeal has raised \$32,325 as of 1/13. The Marona’s Charitable Foundation has donated \$20,000 (which we will use part of to help cover the cost of the new boiler and part towards collection development). The George T. Whalen, Jr. Foundation has donated \$2,000 for children’s programs and the Dyson Foundation has donated \$5,000 for general purposes. A brief update on the Friend’s foyer project was given. Justin O’Hearn started 12/21 and has been “a great addition to the team”. Kristen Perkins has signed a job offer letter and will be starting 1/26. Courtney reported that, sadly, Abby’s grandfather passed away. Some programming was adjusted so that

she could have some much needed time. Courtney reported on some very successful programing, including teen crafts, cooking and “take and make” kits. Sustainability newsletters will begin this month- to be received by staff and trustees, at Mark’s request. The new website is now live!

Courtney included December’s statistics and her meeting/event calendar from 12/16-1/15 and ended her report by asking the board to approve the 2021 library holidays (1/1 - New Year’s Day 1/18 - MLK Day 2/15 - President’s Day 5/29 & 5/31 - Memorial Day Weekend 7/5 – Observed, 4th of July 9/4 & 9/6 - Labor Day Weekend 10/11 - Columbus Day 11/25 – Thanksgiving 12/24 - Christmas Eve 12/25 – Christmas 12/31 - New Year’s Eve). Kari made a motion to do so and Matt seconded. All approved.

6. There was no correspondence or communications.

7. Financial Reports

Treasurer’s Report

Kari made a motion to approve bills from 12/21 and 1/7. Jodi seconded and all approved. Mark’s report was for November 2020. Cacilia made the motion to accept this report and Michael seconded. All approved.

8. Committee Reports

(a) ***Building and Grounds*** Nothing to report

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

(c) ***Long-Range Planning*** Jodi reported that the first step is to get feedback from the community. Jodi and Courtney attended a MHLS webinar on “Turning Outward” and Courtney explained the program to trustees.

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

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

(f) ***Policy*** Jodi shared changes to “Lending Rules and Procedures” as they relate to fines. Mark made a motion to accept the changes and Kay seconded. All were in favor.

9. There was no new business

10. There being no further business to discuss, Jodi made a motion to adjourn at 8 pm. Mark seconded and all were in agreement. Our next meeting and annual meeting will be February 16th, 2021.

Respectfully submitted,
Kari Capowski
Board Secretary