

Millbrook Library Board of Trustees
Minutes of Meeting June 16, 2020, 7:00-8:00pm (via zoom)

Present: Jodi Fernandes, presiding, Father Matthew Calkins, vice president, Mark Vila, Treasurer, Trustees: Sarah Gonzales,, Elizabeth Vila, Cacelia Wyman, Kay Bishop, Michael Sloan, Nicky Schermann
Courtney Wimmers, Director
Absent: Kari Capowski, secretary

1. Meeting was called to order at 7 pm with a quorum present
2. Approval of May 19, 2020 minutes, unanimous
3. No public discussion

4, Presidents report

- Jodi mentioned that we will do an annual disclosure statement for all board members
- She will send around the board committee list with current members to assess board member interest in the committees
- Reelection of current trustees

Michael Sloan-- motion to accept with second, approved by all with Michael abstaining
Cacilia Wyman--motion to accept with second, approved by all with Cacilia abstaining
Sarah Gonzalez-motion to accept with second, approved by all with Sarah abstaining
Jodi Fernandes--motion to accept with second, approved by all with Jodi abstaining

- Mid Hudson library system trustee education will be on-line this fall and the announcement will be in the upcoming bulletin

5. Report from Courtney Wimmers, new Millbrook Library Director

Courtney provided a written Director's Report for the board before the meeting. The issues below were discussed at the meeting

- The library started curbside pick up on June 11. Everyone is very happy with these library services; we have had 40 curbside pickups so far.
- We will continue providing curbside pick up, providing it is approved by the board. Many people like this service and we can continue providing this service if the staff agrees.
- COVID-19 next steps. Next is to approve Service Plan C. Even if it is approved tonight it will take a bit of time to transition to the plan
- The construction grant application is due August 7
- Collection update:
 - Purchased e-books and audiobooks because many patrons are waiting
 - Placed an order for adult and children's books, and DVDs

- Development/ grant updates: submitted intent to apply for Adult Literacy grant, which we will use for adult literacy programming. It can be used to fund an adult literacy workshop which has been postponed due to the pandemic.
- Mid Hudson library system report from the last director's meeting:
 - 1. It was proposed that libraries contribute their Local Library State Aid funds to MHLS
 - NYS Budget bill passed on 4/3/20 requires NYS employers to provide sick leave to employees. Details in Directors Report.
- Thomas Finnigan will become our full-time Head of Circulation pending board approval
- Resuming the search for early literacy coordinator, hours per week is approximately 22. Motion to raise the pay to \$17 per hour was seconded and unanimously approved. Courtney will post the position.
- Courtney is working on this year's summer reading program, that can be done virtually. She has booked an on-line children's yoga class for 4 weeks in July.

6. No communication or or correspondence

7. Financial report from Mark Vila, treasurer

- He has not able to see in person the day-to-day bills. Courtney will put a list of bills that have been paid and we will review at the next meeting .
- Matt Calkins asked if there is any financial impact on the library from the closing due to the pandemic.
- Mark stated that it has not greatly affected us financially. The lack of Union Vale funding has the main financial impact on us for this year .
- Financially, we are doing a little bit better than we were last year.
- There have been fluctuations in the stock market, and the value of our trust which comprise 50% of our income has been somewhat changeable due to the pandemic effects.
- We will get 95% of our expected income this year.
- Expenses are lower than expected based on personnel changes; and we have not been having as many expenses for supplies due to the pandemic.
- Monthly bills have remained stable .
- Pandemic supply expenses are plexiglass, PPE, bags for curbside pickup, gloves and cleaning supplies. No large expenses.

Motion to approve April 2020 financials, seconded and unanimously approved.

Mark suggested that anyone that is interested in joining the finance committee should come to the next meeting at 6:45 pm, before the next board meeting

8. Committee reports

- **Building and grounds, Michael Sloan:** will work with Courtney Wimmers on the construction grant application for August
- **Development/ fundraising/friends:** nothing to report
- **Long range planning:** nothing to report
- **Nominating:** has potential board members
- **Personnel:** we will officially appoint Tom Finnigan as head of circulation. Thank you to Tom for serving as interim director for all these months.

Motion to approve Tom Finnigan as full-time head of circulation, starting June 22, 2020, seconded and unanimously approved

- **Policy:** Review of draft service plan which was distributed in advance.
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9. New Business

- Courtney Wimmers asked if it will be possible to do porch jams and other outdoor social functions , yes, as long as there is social distancing or masks worn . Elizabeth Vila stated that she has been discussing these issues at the Millbrook Arts Group and she could share the deliberations
- Motion to approve library service level C is proposed by Jody Fernandes, seconded and unanimously approved by the board
- Discussion of whether there would be a board meeting in August since vacation plans are still unclear due to the pandemic. We will wait until July to make the decision.

Upcoming meeting Tuesday, July 21, 2020, by zoom, at 7:00 pm, with finance committee meeting at 6:45pm

Motion to adjourn with all in agreement. The meeting adjourned at 7:50 pm.

Submitted by Kay Bishop, for Kari Capowski, secretary