

Millbrook Library Board of Trustees
Minutes of meeting May 19, 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, Elizabeth Vila, Cacilia Wyman, Nicky Schermann, Kay Bishop, Thomas Finnigan, Interim Director, Courtney Wimmers, our incoming director

Absent: Michael Sloan

1. Meeting was called to order at 7 pm with a quorum present. Jodi introduced Courtney Wimmers
2. Approval of April 21, 2020 meeting minutes. A motion to approve by Cacilia and second by Kay. All in favor.
3. No public or employee discussion
4. President’s Report

Jodi mentioned an upcoming webinar for library trustees to attend stating they are “very helpful and all are encouraged to join”.

5. Library Leadership Reports

Tom stated he has continued going in to the library. Progress has been made procuring personal safety equipment from the Chamber of Commerce and is looking into purchasing plexiglass for protection at the circulation desk.

He reported that we received an anonymous \$50,000 donation to be used for general purposes for the “important roll the library plays in the community”. Trustees expressed their gratitude for this donation at such a vital time.

There has been discussion about re-opening plans and a “Zoom” was held for staff and Courtney so that they could meet.

Courtney added that Tom has been “incredibly helpful” and that she has started working on a re-opening plan and hopes to have it in place by June 1st, her official start date. She followed with a brief description of the phases of opening and stated that there is still a question of which phase libraries fall into. She presented the board with an informal list she put together of potential plans for the future.

6. There was no correspondence or communications.

7. Financial Reports

Treasurer's Report

Mark reported he has not seen the day-to-day bills in person due to the limitation of COVID and that he was forwarded the 12/19 reports. Also, we have received 90% of our income for the year and that there will be a gap because of the Union Vale money. The interest for the charitable trust is “on track” and that expenses were projected high. Jodi has been in to sign a few checks and the finance committee has not met recently, again due to COVID, so there is nothing to vote on.

8. Committee Reports

(a) *Building and Grounds*

Jodi stated that we are hoping to submit a NYS library construction grant “intent to apply” by May 29th and that the full proposal is due August 7th.

(b) *Development/Fundraising/Friends* Cacilia stated she will reach out to the Friends to check in.

(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* Jodi stated we need to develop a Pandemic Policy. Nicki offered to join the Policy Committee.

9. There was no new business.

10. There being no further business to discuss, Jodi made a motion to adjourn and all were in agreement. The meeting was adjourned at 8 pm.

Respectfully submitted,

Kari Capowski
Board Secretary

Upcoming Meeting

June 16