

Millbrook Library Board of Trustees

Minutes of meeting November 17, 2020, 7:00 pm (Via “Zoom”)

Present: Mark Vila, Treasurer, Kari Capowski, Secretary. Trustees: Sarah Gonzalez, Cacilia Wyman, Michael Sloan, Nicky Schermann, Kay Bishop, Elizabeth Vila and Library Director Courtney Tsahalis

Absent: Jodi Fernandes, President and Father Matthew Calkins, Vice President

1. Meeting was called to order at 7 pm by Mark Vila, filling in for President, Jodi Fernandes with a quorum present.
2. Approval of October 20, 2020 meeting minutes. A motion to approve by Sarah with second by Cacilia. All in favor.
3. Discussion with visitors and Friends members Cathy Morrell, Denise Bauer and Ashley Lempka regarding the “Foyer Project”. Plans were previously emailed to and reviewed by all trustees detailing the project. Cathy thanked Michael for his guidance, Cacilia welcomed the group and Denise stated that all involved have made enormous contributions of their time and expertise. Mark stated that we are all looking forward to the new foyer being presented to the patrons. Courtney will speak with our insurance company about two concerns with coverage of fire equipment.
A motion was made by Mark to approve the Friend’s proposed improvements and renovations to the library foyer, second by Kari and all in favor.
Courtney ended the discussion by saying how impressed she is with the Friend’s hard work and research for the project.

4. President’s Report

No report.

5. Library Leadership Reports

Courtney began by reporting that everything is going smoothly at the library. More signs have been placed reminding patrons to wear masks. She is still keeping her eye on the local numbers for COVID cases and says there is a real chance we may go back to “curbside” this winter.

With regards to the building, our HVAC filters have been replaced to ones more effective against COVID. Vector scheduled to come inspect alarm system. Dutchess Locksmith scheduled to fix lock on Friendly Lane door.

Brief updates: Hudson River Valley Heritage is in process of approving our application for digitalization of Bennett Collection. The fall appeal letter has been sent to the printer and should go out at end of month. Courtney says she is working with Erika to submit the PPP application and with Mark on the 2021 budget. The Friends are looking into reviving the book sale. The Historical Society has asked to sell their ornaments at the library and we, in turn, asked for 20% of the profits. Mark made a motion to allow this and Sarah seconded. All approved. The “Story Walk” at the Tribute Gardens is a big success as was Courtney’s presentation at the annual NYLA conference on “Effective Messaging”. Courtney reported that Diana is planning to retire at end of the year and we will need to begin a search for her replacement. She reminded trustees who have not yet completed sexual harassment training forms to do so ASAP. There was discussion about the great response to the food collection for “The Great Give Back” as well as several other programing notes. With regards to Union Vale, Courtney informed the board that the state recently sent a letter to the Town of Union Vale stating they may not use the word “library” to describe the services offered. Instead, they will use the phrase “replacement library services”. There was discussion about the new website including the new popular “chat” feature.

Courtney included October’s statistics and her meeting/event calendar from 10/21-11/12. It was noted by one trustee, how many meetings/events Courtney attends on behalf of the library. Courtney ended her report by saying she “plans to trust MHLS guidance with regards to potential future closings and will continue to play close attention to COVID clusters”.

6. There was no correspondence or communications.

7. Financial Reports

Treasurer’s Report

Mark’s report covers the number for September and will get to October this week. There was discussion on contributions and Mark said these should “be back on track soon”. Our net is 32% positive and that all accounts are up due to lack of spending though we are beginning to increase spending on the collection. The 2021 budget is progressing and will be ready in December.

Mark made a motion to accept bills from 10/29 and 11/12. Michael seconded and all approved

Mark made a motion to accept the September 2020 financial report. Sarah seconded and all approved.

8. Committee Reports

(a) ***Building and Grounds*** No report at this time

(b) ***Development/Fundraising/Friends*** Brief discussion of possible future fundraising ideas.

(c) ***Long-Range Planning*** Courtney to “turn outwards” with regards to developing a long range plan.

(d) ***Nominating*** Kari reported that potential new trustee James Eades will be joining our board meeting as a guest next month.

(e) ***Personnel*** Cacilia stated she is willing to help Courtney in any way she can to help find replacement for Diana’s position(s).

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

9. There was no new business

10. There being no further business to discuss, Cacilia made a motion to adjourn at 8 pm. Sarah seconded and all were in agreement.

Respectfully submitted,

Kari Capowski
Board Secretary

Upcoming Meeting
Tuesday, December 15th