

**Millbrook Library Board of Trustees Annual Meeting**  
Minutes of meeting February 16, 2021 7:00 pm (Via “Zoom”)

**Present:** Jodi Fernandes, presiding, Father Matt Calkins, Vice President Mark Vila, Treasurer, Kari Capowski, Secretary. Trustees: Michael Sloan, Elizabeth Vila, Cacilia Wyman, Nicky Schermann and Kay Bishop.  
James Eades and Courtney Tshalis, Library Director.

**Absent:** Sarah Gonzalez

1. The meeting was called to order at 7 pm with a quorum present.
2. Jodi opened by saying how grateful she is to Courtney for coming on board as director this past year and thanked her, the staff and the entire board for their service the library. She stated that she is looking forward to the next phase of the library.
3. Courtney gave her State of the Library report and gave kudos to the staff for an outstanding job this past year and a huge thanks to the board for always supporting her. She also acknowledged the very generous donors this year. Please see the director’s attached full State of the Library report.
4. Board Committee Reports
  - i) In addition to his report, Mark stated that Courtney has been extremely good about helping him do his job this year. She has been willing to get him the numbers when needed and assist in any way.
  - ii) Buildings and Grounds reported that it will be great to get the HVAC behind us and the foyer work is coming along.
  - iii) Development/Fundraising/Friends- no report
  - iv) Policy- no report
  - v) Nominating- Kari reported that the board is in very good shape. This was the first year in a long time that no one is retiring or stepping down and all the executive positions are filled going into our next year.
  - vi) Long Range Planning will begin working on our next Three Year Plan.
  - vii) Personnel- no report
5. Friends of Library Report- no report
6. Nominations and Vote for 2021 Officers

Matt made a motion to vote to reinstate all four officers: Jodi Fernandes, President. Father Matt Calkins, Vice President. Mark Vila, Treasurer. Kari Capowski, Secretary. Kay seconded and all approved.

7. Nomination and Appointment of Trustees

Kari made a motion to nominate James Eades as Library Trustee. Kay seconded and all approved James' appointment to the board. All welcomed and thanked him for joining us.

8. There were no public in attendance this year/no public comments.

9. The annual meeting was adjourned at 7:30 pm

Respectfully submitted,

Kari Capowski  
Board Secretary

**Millbrook Library Board of Trustees**  
Minutes of meeting February 16, 2020, 7:30 pm (Via “Zoom”)

**Present:** Jodi Fernandez, President, Father Matthew Calkins, Vice President, Mark Vila, Treasurer, Kari Capowski, Secretary. Trustees: Nicki Schermann, Michael Sloan, Elizabeth Vila, Kay Bishop, Cacilia Wyman, James Eades  
Library Director Courtney Tsahalalis

**Absent: Sarah Gonzalez**

1. The meeting directly followed our annual meeting with a quorum present.
2. Jodi made a motion to approve the December 15 and January 19, 2021 meeting minutes. Michael seconded and all approved.
3. There were no public or employee visitors present for the meeting.
4. President’s Report

Jodi reported that Library Advocacy Week is coming up. MHLS held an informative webinar on advocacy. She will send information to trustees on how to use the New York State website for this. Courtney has already started a push on social media about library advocacy.

5. Library Director’s Report

Courtney reported that the annual report is ready. Jodi made a motion to approve, Cacilia seconded and all approved. In addition to her report Courtney thanked an anonymous patron who reached out to help “tweak” our new website.

\*Directors report attached

6. There were no correspondence or communications.
7. Financial Reports

Mark made a motion to accept the 1/25 and 2/4 bills. Jodi seconded and all approved. In addition to his regular report, Mark stated he is very happy with the profit/loss for the year but that he would like to increase the Line 1 expenses. He proposed an adjustment from \$4,000 to \$25,000 for the 605 Bank Fees. Mark made a motion to approve this increase, seconded by Matt and all approved.

Kari made a motion to accept the financial report and Jodi seconded. All approved.

8. Committee Reports

(a) ***Building and Grounds*** no report

(b) ***Development/Fundraising/Friends*** no report

(c) ***Long-Range Planning*** no report

(d) ***Nominating*** Jodi mentioned to James that he should think about which committees he is interested in joining. Kari will send him the information on committees.

(e) ***Personnel*** no report

(f) ***Policy*** no report

9. There was no new business

10. There was no unfinished business

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

Respectfully submitted,  
Kari Capowski  
Board Secretary

Next Meeting  
Tuesday March 16