

**Millbrook Library Board of Trustees**  
**Minutes of Special Meeting March 15, 2020 3 p.m. (Via “Zoom”)**

Present: Jodi Fernandes-presiding, Mark Vila-Treasurer, Kari Capowski-Secretary, Cacilia Wyman, Sarah Gonzalez, Nicki Shermann, Elizabeth Vila, Thomas Finnigan

Absent: Kay Bishop, Michael Sloane, Matthew Calkins

1. The meeting was called to order at 3:00 p.m. via Zoom in place of our regularly scheduled meeting to discuss a few time sensitive matters . A quorum was present.

2. After some discussion Jodi made a motion to vote to close the library effective immediately in light of the public health situation we are currently experiencing. Seconded by Nicki and unanimously approved.

Tom will begin notifying the staff and taking stock of what needs to be taken care of. We will be notifying the public via all means possible and will be reminding them of the online resources they can take advantage during this time.

3. Jodi made a motion to enter into Executive Session to discuss a personnel issue. Cacilia seconded and all voted in favor.

4. Jodi made a motion to leave Executive Session, Mark seconded, and all voted in favor.

5. Jodi cancelled our scheduled March 17<sup>th</sup> meeting and will communicate with the board if necessary and to schedule our April meeting.

With no further business to discuss, the meeting was adjourned at 3:25.

Respectfully submitted,

Kari Capowski  
Secretary