

## Millbrook Library Board of Trustees

Minutes of meeting September 15, 2020, 7pm (Via “Zoom”)

**Present:** Jodi Fernandes, presiding, Mark Vila- Treasurer, Kari Capowski-Secretary. Trustees: Cacilia Wyman, Nicky Schermann, Kay Bishop, Michael Sloan, Sarah Gonzalez, Elizabeth Vila

Courtney Wimmers-Library Director

**Absent:** Father Matthew Calkins-Vice President

The meeting was called to order at 7 pm.

1. A quorum was present

2. Finance Report

Mark reported that there were no new numbers from Erika so he said it was basically just a review of July. He said there was a big increase for grants and “great job Courtney for the work”. He stated we applied for the PPE loan and that the Forgiveness loan was due 10/31. Brief discussion of bonds purchased by Meredith. There was a motion to approve by Jodi, second by Cacilia. The bills were sent around to all trustees. A motion to approve the 7/23, 8/6, 8/20 and 9/3 bills was made by Kari, second by Michael.

3. The June 16 and July 21 meeting minutes were approved. The motion was made by Elizabeth, second by Cacilia

4. There were no visitors in attendance

5. President’s Report

Jodi had a few reminders for the board: be sure to watch the sexual harassment training videos and check with Courtney to make sure the annual board disclosure forms are filled out and submitted.

6. Directors Report

Courtney gave several updates on the re-opening of the library with regards to COVID-19. She stated we are waiting to see what happens this fall before making a plan to start in-person programing. She filled the board in on the

status of the collection, the weeding out she has been doing, as well as the need to update outdated materials. She had prepared a chart to show the board where we stand compared to what other local libraries spend on collections- showing that we are below average. A discussion followed about expanding our budget for collection development. Courtney stated she feels a 414 vote for the library budget would be the most sustainable for the future. Courtney gave the board a summary of our community outreach, programming, the Union Vale status and a there was discussion about the new state sick leave law. Courtney informed the board that she would like to continue the goal to complete the Green Business Certification Program as well as the NYLA Sustainability Initiative. She said it will take a group of staff and board members to help complete this. Lastly, she stated that our new website should go live in early October.

There were several action items in conjunction with Courtney's report: A motion was made to approve sick leave for pages as per a New York State law that will be going into effect. The motion was made by Cacilia, second by Sarah. All approved. A motion was made to approve the hiring of Grace McCormack. The motion was made by Kari, second by Nicki. All approved. A motion was made to approve the Annual Report to the Community. The motion was made by Kari, second by Michael. All approved.

## 7. Committee Reports

**(a) *Building and Grounds*** Michael reported that he is still working on the HVAC issue. There was brief discussion with Courtney about this. **(b)**

***Development/Fundraising/Friends*** Cacilia reported that Friends members will hopefully be joining our next meeting.

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

**(d) *Nominating*** No report

**(e) *Personnel*** No report

**(f) *Policy*** No report

9. There was no new business.

10. There being no further business to discuss, Jodi made a motion to adjourn. Cacilia seconded and all were in agreement. The meeting was adjourned at 7:45 pm.

Respectfully submitted,  
Kari Capowski, Board Secretary

Next Meeting: Tuesday, October 20