

**Millbrook Library Board of Trustees**  
Minutes of meeting May 18, 2021, 7 pm (Via “Zoom”)

**Present:** Jodi Fernandes, President, Father Matthew Calkins, Vice President, Mark Vila, Treasurer, Kari Capowski, Secretary. Trustees: Nicki Schermann, Kim Moffit, Michael Sloan, Elizabeth Vila, and Library Director Courtney Tsahalis  
**Absent:** James Eades

1. The meeting was called to order at 7 pm with a quorum present and the meeting recording began. There were no public or employee visitors in attendance.

2. Financial Reports

An adjustment in the agenda was made so that Mark could give the treasurer’s report early in the meeting. Mark made a motion to accept the April 29th and May 13th bills. Jodi seconded and all were in favor. Mark went over the May 2021 financial report (attached) which covers three months (January, February and March). Mark stated that all looks good and reminded us that our numbers fluctuate as we did not have full staff and our expenses were higher. The Friend’s account was down because of some spending and \$184,000 from the Town of Washington 414 funds were received on 4/20/21. Jodi made a motion to approve the financial report and Michael seconded. All approved.

3. Jodi made a motion to approve the minutes from the April 20<sup>th</sup> 2021, meeting. Matt seconded and all approved.

4. President’s Report

Jodi had some reminders for the board. The annual disclosure is due. A committee list will be sent out to trustees to be updated. We are still looking for a “Friends Liaison” and the board still needs a fundraising chairperson.

Jodi welcomed Kim Moffitt who will be filling the board position left vacant when Cacilia resigned. Kim introduced herself and stated she is excited to join the board and get involved with the library.

5. Library Director's Report

Courtney presented her report to the board (attached). In addition, the board discussed approving \$250 for a retainer agreement for the purpose of avoiding conflicts of interest. The cost is \$1,000 across 4 libraries (Millbrook, Beekman, LaGrange and Dover). Courtney gave a brief description of the Union Vale issue for our incoming trustee. A motion was made by Jodi for "provisional fee approval after advice from our attorney is sought by Courtney. If the fee goes above the \$250 it must be re-approved by the board". Michael seconded the motion, and all were in agreement.

6. There were no correspondences or communications to discuss

7. Committee Reports

(a) ***Building and Grounds***- Nothing to report

(b) ***Development/Fundraising/Friends*** Needs a new liaison to the Friends as well as a new committee chairperson.

(c) ***Long-Range Planning*** Nothing to report

(d) ***Nominating*** Nothing to report

(e) ***Personnel*** Nothing to report

(f) ***Policy*** Nothing to report

8. There was no new business.

9. There was no unfinished business.

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

Respectfully submitted,  
Kari Capowski  
Board Secretary

Next Meeting- Tuesday June 15th