

Millbrook Library Board of Trustees
Minutes of meeting July 27, 2021, 7 pm

Present: Jodi Fernandes, President, Father Matthew Calkins, Vice President, Mark Vila, Treasurer, Kari Capowski, Secretary. Trustees: Nicki Schermann, Kim Moffit, Michael Sloan, Megan Brandow-Fuller and Library Director Courtney Tsahalis
Absent: Sarah Gonzalez, Kay Bishop and Elizabeth Vila

1. The meeting was called to order at 7 pm with a quorum present. Jodi welcomed everyone back to our first in-person meeting in over a year. She also welcomed Kim to her first ever in-person meeting and welcomed Megan and introduced her as a possible incoming trustee, filling James Eade's board position. Kari made a motion to appoint both Kim and Megan to fill vacated positions for the remainder of those terms. Matt seconded. All approved. The board and newest members introduced themselves to each other.
2. Mark made a motion to approve the May (with one minor change) and June minutes. Michael seconded the motion and all approved.
3. There were no visitors this month.
4. Jodi briefly discussed the trustee disclosure that all trustees are required to fill out. It can be found in the Google folder. There will be a Turning Outward board discussion in the near future. Jodi also talked about MHLS trustee training and resources.
5. Library Director's Report

Courtney presented her report to the board (attached). In addition to the report, Courtney requested we consider a motion to purchase an upgraded version of "Deep Freeze" for automatic updates that will save a lot of time. The difference is about \$300. Matt made a motion, Jodi seconded, all approved. There was also a brief discussion about the Millbrook Fire Department's October 7th golf tournament fundraiser and sponsorship of a green or tee (sign). Courtney will look at the options for supporting that event. There was also some discussion about personnel changes. In addition

to her personnel report, Courtney also said Page Rebecca Quick will be leaving at the end of August and her position will be advertised. Courtney will get estimates/opinions on the tree work that needs to be done. Also discussed was updating the study room policy, the NY State construction grant and that as of 12/21 we will no longer be getting our sustainability certification under the Green Business Partnership. We will be doing it under another organization.

6. There was no communications or correspondences to discuss.

7. Financial Report

Kim made a motion to approve the June 24 and July 8 bills. Jodi seconded and all approved.

Mark presented the July 2021 Financial Report (attached) to the board with some discussion and description of various line items. He mentioned that Meredith will be joining us in September for our quarterly trust report. Matt made a suggestion that we continue to update our investments with social responsibility in mind. Mark will request an update from Meredith when she attends in September. Michael made a motion to approve the July 2021 Financial Report and Kari seconded. All approved.

8. Committee Reports

- (a) **Building and Grounds**- Nothing to report
- (b) **Development/Fundraising/Friends** Needs a new committee chairperson.
- (c) **Long-Range Planning** Nothing to report
- (d) **Nominating** Nothing to report
- (e) **Personnel** Nothing to report
- (f) **Policy** Jodi made a motion to approve the use of the NY Hero Act as a part of our response to our “Exposure Prevention Plan”. This is a required of all association libraries. Mark seconded and all approved.

9. Jodi will confirm that we will have a quorum for our next meeting.

10. There was no unfinished business.

11. There being no further business to discuss, Matt made a motion to adjourn at

8:11 pm. Jodi seconded, and all were in agreement.

Respectfully submitted,
Kari Capowski
Board Secretary

Next Meeting- Tuesday August 17