

Millbrook Library Board of Trustees

Minutes of meeting August 17, 2021, 7 pm - Bennett Room

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, Elizabeth Vila, Sarah Gonzalez and Library Director Courtney Tsahalís

Absent: Kay Bishop

1. The meeting was called to order at 7 pm with a quorum present.
2. Mark made a motion to approve the July minutes. Sarah seconded the motion and all approved.
3. There were no visitors this month.
4. Jodi stated that the Turning Outward meeting would be held before our next board meeting. Also, fall sessions for the MHLS library trustee trainings would be starting (virtually) soon so sign up!
5. Library Director's Report

Courtney presented her report to the board (attached). In addition to the report, Courtney discussed the construction grant with the board as well as the HVAC estimate. The trustees read over Assurances (state aide for library construction program) and the application.

Elizabeth made a motion to approve Assurances and the application. Kim seconded and all approved.

There was discussion regarding mask wearing and after Courtney expressed her concerns, it was decided that the library will go back to mask wearing for the health and safety of our staff and patrons.

There was brief discussion of updates to the Covid Policy. Jodi made a motion to approve the updates, Mark seconded and all approved.

6. There are no communications or correspondences to discuss.

7. Financial Report

Kari made a motion to approve the July 22 and August 8 bills. Sarah seconded and all approved.

Mark presented the July 2021 Financial Report (attached) to the board with some discussion and description of various line items. Jodi made a motion to approve the August 2021 Financial Report and Elizabeth seconded. All approved.

8. Committee Reports

- (a) ***Building and Grounds-*** Nothing to report
- (b) ***Development/Fundraising/Friends*** Still 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 Mobile Hot Spot Lending Policy. Sarah seconded and all approved. Jodi also made a motion to approve the update to the Study Room Policy. Kari seconded and all approved.

9. Megan discussed her husband Adam's photography exhibit and explained the fundraiser aspect of it to the board. 100% of the proceeds will benefit the library. She also discussed Hybrid/Hyflex programming.

10. There was no unfinished business.

11. There being no further business to discuss, Jodi made a motion to adjourn at 8:03 pm. Elizabeth seconded, and all were in agreement.

Respectfully submitted,
Kari Capowski
Board Secretary

Next Meeting- Tuesday September 21