

Millbrook Library Board of Trustees
Minutes of meeting October 19, 2021, 7 pm

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

Absent: Nicki Schermann, Kim Moffit

1. The meeting was called to order at 7 pm with a quorum present.
2. Kari made a motion to approve the August and September 2021 minutes. Kay seconded the motion and all approved.
3. There were no visitors this month.
4. Jodi reminded all trustees to look at the Mid Hudson trainings online and that trustee handbooks can be found online as well. She also reminded everyone that our next two meetings would be held via Zoom. All were in agreement.

5. Library Director's Report

Courtney presented her report to the board (attached). In addition to the report, Courtney reviewed and discussed the two HVAC estimates with the board. Michael explained the fundamental differences in the two proposals. Michael will speak on phone with both companies to iron out details. There was a brief discussion about the fall appeal letter. Jodi then made a motion to approve Courtney's draft. Matt seconded and all approved.

6. Courtney requested the board hold a mini brainstorming session and the trustees came up with some very important values pertaining to the library in our community. For example; it should be all inclusive, it should be a place for young children to explore new things and should provide a center for the community, among others.
7. There were no correspondences or communications to discuss.

8. Financial Report

Elizabeth made a motion to approve the September 30th and October 14th bills. Sarah seconded and all approved.

Mark presented the October Financial Report (attached) to the board with some discussion and description of various items.

9. Committee Reports

- (a) ***Building and Grounds***- Nothing to report
- (b) ***Development/Fundraising/Friends*** Still needs a new committee chairperson. Kay attended a Friends meeting. She reported that they would like to support more lectures and classes at the library and are thinking about ways to be more involved in community activities. Also, they will not holding their annual auction again this year.
- (c) ***Long-Range Planning*** Nothing to report
- (d) ***Nominating*** Nothing to report
- (e) ***Personnel*** Nothing to report
- (f) ***Policy*** Nothing to report

10. New business included Kari making a motion to enter into executive session at 8 p.m. The board exited executive session at 8:15.

11. There being no further business to discuss, Mark made a motion to adjourn at and Sarah seconded. All were in favor.

Respectfully submitted,
Kari Capowski
Board Secretary

Next Meeting- Tuesday November 16th