

Millbrook Library Board of Trustees
Minutes of Meeting September 21, 2021 7:00-8:00pm
Bennett Room

Present: Jodi Fernandes, presiding, Mark Vila, Treasurer, Trustees: Sarah Gonzalez, Elizabeth Vila, Kay Bishop, Michael Sloan, Nicki Schermann, Courtney Tsahalís, Library Director, Meredith Teidemann, Senior Vice President, Bank of Millbrook

Absent: Kari Capowski, secretary, Matthew Calkins, vice president

1. Meeting was called to order at 7:00 pm with a quorum present.

2. Investment Report

Meredith Teidemann, Senior Vice President, Bank of Millbrook, presented the Millbrook Library Endowment Review. She first led a discussion of Environmental, Social and Governance (ESG) and Socially Responsible Investing (SRI) funds. The Millbrook Library has several investments in these types of funds. Meredith provided handouts with information on this issue, as well as handouts relating to upcoming issues in investment, both social and economic. She then discussed the handouts provided on Millbrook Library Account Holdings Reports, Performance Reviews, and Portfolio Summary.

3. The minutes from the August meeting will be presented for approval at the October board meeting.

4. There were no public or employee visitors present.

5. President's report: Jodi informed the board that the NYS Open Meetings Law has reinstated the provision allowing for meetings to take place virtually once again currently through January 15, 2022. She asked the board how they feel about in-person or virtual meetings at this time. Following discussion, it was decided that the October meeting will be in-person, but the November and December meetings will be virtual.

6. Library Director's Report

Courtney provided a written Director's Report for the board before the meeting (attached). The action items discussed first were:

a. Approve new hires:

Risa Pomerselig, Teen Services Coordinator

Madison Duffy, new clerk

Gaby Hernandez, new page

Sofie Morton, second new page

The board unanimously approved all four new hires.

b. Vote on Union Vale bill for legal fees. The bill was larger than expected and larger than the \$250 the board previously approved. After discussion, the board agreed that we should pay the current bill, but Courtney will ask that in the future we should be informed in advance of the bill if legal fees are going to exceed the given estimate. Jodi will draft a letter to the directors of

LaGrange and Beekman libraries, seek board comments and upon approval, Courtney will send.

c. The annual Sexual Harassment Prevention Training form is due from board members by September 30.

The director's report also included discussions about the following issues:

a. Building and Collection updates

b. Development and Grant updates

Courtney has gotten many grants for the library, including a recommendation from the MHLS to New York State that we receive \$317,000 toward our HVAC upgrade.

c. Courtney and the library staff have provided multiple successful public outreach activities by the library.

7. No communication or correspondence.

8. Financial report from Mark Vila, treasurer

Mark sent the financial reports for review before the meeting (attached) and presented the following:

a. Finance Report, September 2021

b. Bills to be paid August and September 2021

c. Balance sheet comparison July and August 2021

d. Budget versus actual August 2021

e. Profit and loss budget versus actual July 2021

f. Profit and loss comparisons July and August 2021

All financial reports were unanimously approved.

The finance committee will be scheduled to meet soon to begin work on the 2022 budget.

9. Committee reports

- Building and grounds, nothing to report
- Development/fundraising/friends: nothing to report
- Long range planning: nothing to report
- Nominating: nothing to report
- Personnel: nothing to report
- Policy: nothing to report

10. There was no new business

Motion to adjourn with all in agreement. The meeting adjourned at 8:20 pm.

Upcoming meeting: Tuesday October 19 at the Millbrook Library Bennett Room

Submitted by Kay Bishop, for Kari Capowski, secretary