

Millbrook Library Board of Trustees
Minutes of meeting December 21, 2021, 7 pm (via Zoom)

Present: Jodi Fernandes- President, Mark Vila-Treasurer, Kari Capowski-Secretary. Trustees: Elizabeth Vila, Kim Moffit, Kay Bishop, Sarah Gonzalez and Library Director Courtney Tsahalís

Absent: Father Matthew Calkins-Vice President , Nicki Schermann, Michael Sloan, Megan Brandow-Fuller

1. The meeting was called to order at 7 pm with a quorum present. The meeting agenda will be switched around to accommodate late arrivals and early departures to make sure we have a quorum for voting purposes.
2. Courtney stated there will be no in-person events at the library through January 8th.
3. There were no visitors this month.
4. Jodi presented the mission statement and 3 year plan. She made a motion to accept the mission statement as read. Kay seconded this and all approved. Kay added that she is very excited by how broad and wonderful the new statement is! Jodi then discussed the 2022-2025 3 Year Plan which came out of the Turning Outward project. She stated that this is a working plan with objectives for us to work off of in the coming years. Jodi made a motion for us to accept the new 3 Year Plan as distributed. Kay seconded and all approved. The new plan will be available to the public soon!
5. Library Director's Report

*Attached
6. There were no correspondences or communications to discuss.
7. Financial Report

In addition to the (attached) financial report, Mark stated that a new \$10,000 unrestricted gift came in. Programs have increased by \$2,000. There was some payroll increase discussion. Kay stated that “people are the most

important part of any organization” and Jodi made a motion to accept the 2022 draft budget increases. Sarah seconded and all approved.

Mark made a motion to approve the November 24th and December 9th bills. Jodi seconded and all approved.

8. Committee Reports

- (a) ***Building and Grounds***- Nothing to report
- (b) ***Development/Fundraising/Friends*** No report
- (c) ***Long-Range Planning*** Nothing to report
- (d) ***Nominating*** Nothing to report
- (e) ***Personnel*** Nothing to report
- (f) ***Policy*** Nothing to report

Jodi made a motion to vote on the 2022 Board Meeting dates. Elizabeth seconded and all approved. The Purchasing Policy was updated to include a section on sustainability, the credit card amount, and a few other items. Jodi made a motion to approve the new policy and Kay seconded. All approved. The Teen Discord Policy was briefly discussed, and Jodi made a motion to accept with Mark seconding and all approving. The Employee Assistance Program was briefly discussed, and Jodi made a motion to approve. Mark seconded and all approved.

9. Jodi thanked the trustees for another year of service to our library and says she is looking forward to 2022! There being no further business, Jodi made a motion to adjourn and Kari seconded. All were in agreement and the meeting was adjourned.

Respectfully submitted,
Kari Capowski
Board Secretary

Next Meeting- Tuesday January 18, 2022 via Zoom