

Millbrook Library Board of Trustees
Minutes of meeting November 16, 2021, 7 pm (via Zoom)

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

Absent: Kay Bishop and Sarah Gonzalez

1. The meeting was called to order at 7 pm with a quorum present.
2. Jodi made a motion to approve the October 2021 minutes. Kim seconded the motion and all approved.
3. There were no visitors this month.
4. Jodi touched base regarding the draft plan for the Turning Outward report. There was discussion about the current mission statement and Courtney will send out a revised copy of the plan to trustees in the coming week for a December vote. Michael, needing to leave early to attend another meeting, gave his report early. He gave an update on Altieri's estimate for the work needed (he asked them for a 10% reduction in cost and some fine tuning of the proposed system to make it more user friendly). Jodi made a motion to accept the proposal from Altieri for the HVAC work which was seconded by Matt and approved by all present.
5. Library Director's Report

Courtney presented her report to the board (attached). In addition to the report, Courtney stated that there has been some pushback on the required mask wearing but she wants to remain firm on that for the time being. The board agreed.

Jodi made a motion to approve the "Direct Access Plan" (for situations like the Union Vale "plan of service"). Kari seconded this and all approved.

Jodi also made a motion to approve the 2022 holidays for the library. Mark seconded and all approved.

6. There were no correspondences or communications to discuss.

7. Financial Report

Mark does not have the new financials for this month and stated there were just a few minor adjustments with no changes to the balance sheet.

Mark made a motion to approve the October 28th and November 12th bills. Jodi seconded and all approved.

Mark stated that Courtney has put a lot of work into the budget and that the finance committee will meet late November or early December. Jodi suggested earlier rather than later in order to discuss the payroll schedule. There was a brief discussion about the 414 from seven years ago and Jodi, Mark and Courtney approved the Bank of Millbrook credit card limit increase to \$10,000.

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

9. New business included a brief chat about movies, books and the article in the Millerton Times on our “Great Give Back”.

10. There being no further business the meeting was adjourned.

Respectfully submitted,
Kari Capowski
Board Secretary

Next Meeting- Tuesday December 21 via Zoom