

**Millbrook Library Board of Trustees**  
Minutes of meeting February 15 2022, 7 pm (via Zoom)

**Present:** Jodi Fernandes- President, Mark Vila-Treasurer, Kari Capowski-Secretary. Trustees: Elizabeth Vila, Kay Bishop, Kim Moffit, Sarah Gonzalez, Michael Sloan, Megan Brandow-Fuller, Nicole Anderson and Library Director Courtney Tsahalis

**Absent:** Father Matthew Calkins-Vice President

1. The meeting was called to order with a quorum present and recording started at 7:02.
2. Jodi welcomed everyone and introduced the annual meeting and the “Business of Elections”, mentioning the trustees up for re-election and that two new trustees would be joining.
3. Jodi made a motion to approve the January 2022 meeting minutes. Mark seconded and all approved.
4. Officer elections: Kari made a motion to re-elect Jodi as our board president. Elizabeth seconded, all were in favor with one abstention. Jodi made a motion to re-elect Mark as our board treasurer. Kay seconded. All approved with one abstention. Jodi made a motion to re-elect Matt as our board vice-president. Michael seconded. All approved with one abstention. And lastly, Jodi made motion to re-elect Kari as our board secretary. Kay seconded and all approved with one abstention.
5. There were four trustees up for three-year terms and were voted as a slate- Matt, Kari, Mark and Elizabeth. Jodi made a motion to approve all four for three-year terms. Megan seconded and all were in favor. We also introduced ourselves to our potential new trustee Nicole Anderson and voted on her nomination to the board. Kari made the motion with Kim seconding and all were in approval. Kari also made a motion to approve Jeff Zelevansky as trustee, filling Nicki’s seat for the remaining one year of her term. Jodi seconded and all were in favor. Nicole proceeded ex-officio.
6. There were no public or employee visitors.

## 7. Presidents Report

Jodi stated in her report to the board that she is recommending each committee comes up with a goal or two based on the strategic plan with how we can help Courtney in the coming year as our focus. To be reported on at our next meeting.

## 8. Directors Report

In addition to the attached written report, Courtney stated she is being cautious and keeping the mask mandate in place. She met with Michael and Altieri. The plans look good. She is planning to send Discord information out to middle school families. There was some discussion about the Union Vale restrictions. Jodi made a motion to accept these restrictions, Sarah seconded and all were in favor. Courtney or Jodi will send out the exact wording and Courtney will post on our website following the meeting. Courtney discussed the Millbrook town supervisor wanting to get involved in the Union Vale issue. Mark feels we should be open to communication. Courtney would like some help drafting a response letter to the supervisor and Jodi offered to help and share with the board once drafted. Courtney mentioned that the State annual report is ready and Jodi made a motion to approve that report. Mark seconded and all approved. Jodi also made a motion to accept the 2021 Annual Report. Elizabeth seconded and all approved.

## 9. No communication or correspondence

## 10. Financial Reports

Mark stated there was not much to report but that we will have an update on our investments at our next meeting. Jodi made a motion to accept the 1/20 and 2/3 bills. Michael seconded and all approved.

## 11. 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

12. New business- Michael had an HVAC update. There was discussion about monies available for educational facilities and possibly getting rid of the rooftop system and going with geothermal, as well as the potential costs involved. Michael stated he feels we should do the roof and HVAC jointly using a local contractor to oversee this and make sure no warranties are voided. Jodi thanked Michael and Courtney for their work on this. Courtney thanked Michael as well for all of his help.

13. There was no unfinished business.

14. There being no further business, the meeting was adjourned at 8:06 p.m. with Jodi making the motion, Kari seconded and all were in agreement.

Respectfully submitted,  
Kari Capowski  
Board Secretary

Next Meeting: Tuesday March 15, 2022 at 7