

**Millbrook Library Board of Trustees**  
Minutes of meeting March 22, 2022 7 pm

**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 Jeff Zevelansky

1. The meeting was called to order with a quorum present.
2. There was no investment report as scheduled, it will take place next month.
3. Mark made a motion to approve the February 2022 meeting minutes. Kay seconded and all approved.

4. There were no public or employee visitors

5. President's Report

Jodi stated in her report to the board that our annual disclosures are due. Also, MHLS would like all trustees to attend two hours of library trustee trainings. Courtney will send a link to the calendar to all trustees following the meeting.

6. Director's Report

In addition to her attached report, Courtney asked the board to vote for a \$1,288 expenditure for cameras. Kim made a motion to fund this, Nicole seconded and all approved. There was discussion about the Stewart's grant and the DC grant for the HVAC upgrades, prevailing wages and contractors. Courtney will check deadlines for the DC grant.

7. There were no communications or correspondences.

8. Financial Reports

See attached financial report.

Mark asked the board to approve the February 17, March 3 and March 17 bills. Kari made a motion to approve all. Sarah seconded and all approved.

9. Committee Reports- Discussion of 2022 Goals

*Building and Ground:* Continuing the HVAC and roof items.

*Long Range Planning:* Look at Strategic Plan, check in with Courtney to keep an eye on how it's going.

*Personnel:* In June there will be annual evaluations and Personnel will take a good look at our employee compensation scale.

*Policy:* Stated they will review the policy manual.

*Nominating:* Will continue to identify potential trustees for future appointment to the board. Nicole stated she will join this committee.

*Fundraising:* Exploring new ways to raise funds, reviving the Progressive Dinner, having conversations with Friends about helping them with their planned events.

10. Mark made a motion to enter Executive Session. Michael seconded, all approved. Kay made a motion to come out of Executive Session. Jodi seconded, all approved.

11. There was no new business.

12. There was no unfinished business.

13. There being no further business, Kim made a motion to adjourn at 7:50 pm. Sarah seconded, and all agreed.

Respectfully submitted,  
Kari Capowski  
Board Secretary