

Millbrook Library Board of Trustees
Minutes of meeting June 21, 2022 7 pm

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

Absent: Nicole Anderson, Matthew Calkins-Vice President, Elizabeth Vila, Jeff Zelevansky

1. The meeting was called to order with a quorum present.
2. Jodi made a motion to approve the April and May 2022 meeting minutes. Kay seconded and all approved.
3. President's Report

Jodi stated in her report to the board that we are still looking for a Friend's liaison. Also, MHLS board of directors has Dutchess County representatives that will be coming to visit us in August. She also stated we will have to be in touch about July and August as some trustees may be on vacation and we will need to be sure we have a quorum.

4. Director's Report

In addition to Courtney's attached report, there was a brief discussion with Michael about the air conditioning. He gave an update and has a proposal that he will forward to Courtney. Buildings and Grounds will review with Courtney and make a recommendation to the board (possibly for a e-vote). There was a brief discussion about a patron's letter regarding the Pride flag. Jodi had prepared a response which she shared with the board. All agreed that it was appropriate. There was a brief discussion about the hiring of Kate Anderson to fill Abby's position as Children's Literacy Coordinator. Jodi made a motion to approve the hiring of Kate. Kay seconded the motion and all approved. In addition, several board members voiced their enthusiasm that Kate will be joining the library staff. Finally, Courtney asked the board to spread the word that the summer reading program is ready to go!

5. The only communication/correspondence to the board this month was addressed during Courtney's report.

6. Financial Reports

There was no financial report at this meeting.

Mark asked the board for discussion and then approval of the May 26th and June 19th bills. Kari made a motion to approve both sets of bills. Sarah seconded. All approved.

7. Committee Reports

(a) ***Building and Grounds***- nothing to report

(b) ***Development/Fundraising/Friends***-nothing to report

(c) ***Long-Range Planning***- nothing to report

(d) ***Nominating***- nothing to report

(e) ***Personnel*** Jodi stated that the committee had met to discuss Courtney's annual review.

(f) ***Policy*** Jodi stated Policy will begin to meet to discuss policy updates.

8. There was no new business.

9. There was no unfinished business.

10. There being no further business, Jodi made a motion to adjourn at 7:40 pm. Mark seconded, and all agreed.

Respectfully submitted,
Kari Capowski
Board Secretary

Next Meeting: Tuesday, July 19

NOTE FOR THE RECORD - RESULTS OF JULY 22, 2022 E-VOTE

As discussed at the June 21st board meeting, to move forward with the HVAC work, it will be necessary to have a support built for the air handling units on the roof, as well as the addition of a door to access the roof from the attic. We have received a contract from Edward Stanley Engineers LLC for the design of plans for this work. The contract has been reviewed and recommended by Michael Sloan, the chair of the Building and Grounds Committee, and previously distributed with tonight's meeting material. For your reference, the proposal is attached to this message.

The motion is to accept the proposal from Edward Stanley Engineers.
Results of e-vote on 7/22/22: There was full board approval to pass the motion.