

## Millbrook Library Board of Trustees

Minutes of meeting October 18, 2022 - 7 pm

**Present:** Jodi Fernandes- President, Mark Vila- Treasurer, Kari Capowski-Secretary. Trustees: Kay Bishop, Megan Brandow- Fuller, Elizabeth Vila, Sarah Gonzalez , Library Director Courtney Tsahalis and Meredith Tiedmann

**Absent:** Jeff Zelevansky, Kim Moffit, Nicole Anderson , Michael Sloan, , Matthew Calkins-Vice President

1. The meeting was called to order with a quorum present.
2. Meredith Tiedmann from the Bank of Millbrook Trust Department joined the meeting to present the quarterly investment report. She reminded the board of its commitment to high quality, low risk investments. She discussed some of the drivers of inflation that led to some good investment opportunities for the library and reinforced that our objective is “growth with moderate income” and that we “like all the (investment) companies we hold”. There were several questions from trustees and Meredith did a great job answering.
3. Mark made a motion to approve the August 2022 and September 2022 meeting minutes. Kay seconded and all approved.

#### 4. President’s Report

Jodi reminded trustees that as we approach the end of the year, it is time for committees to regroup. She passed the charges of the committees around and asked for input, changes, etc. By January 2023, she would like 1-3 goals per committee. We are looking for a chair for Policy (which works very closely with Courtney). She stressed the importance of the committees. She said she would like to look at Long Range planning in March of 2023 and would like to have Rebecca from Mid Hudson visit soon.

5. Director's Report

In addition to Courtney's usual thorough (attached) report, there was discussion about the roof. Jodi made a motion to approve a one thousand dollar expenditure to patch the roof. Sarah seconded and all approved. Courtney briefly discussed the fall appeal letter that will go out to approximately 500 patrons. Jodi made a motion to approve the Fall Appeal Letter. Sarah seconded and all approved.

6. There were no correspondence or communications to discuss.

7. Financial Reports

Mark reviewed the profit/loss vs budget. He discussed adding some lines for separate expenses. He stated that "everything is looking great". He says we will have to apply for an increase in the 414 funding since we are almost at the end of that. There will be a budget meeting in a week.

Mark asked the board for discussion and then approval of the September 29 and October 13 bills. Sarah made a motion to approve both sets of bills. Jodi seconded. All approved.

6. 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-*** Kari reported that the committee met on 10/16 via Zoom to begin discussing goals for the upcoming year. They are reviewing current trustee's terms, identifying vacancies and would like to begin making a plan for new board member orientation.

(e) ***Personnel*** -nothing to report

**(f) Policy-** nothing to report

8. There was no new business

9. There was no unfinished business.

10. There being no further business, Jodi reminded the board of our next meeting on November 15<sup>th</sup> and made a motion to adjourn. Mark seconded, and all agreed.

Respectfully submitted,

Kari Capowski  
Board Secretary