

## Millbrook Library Board of Trustees

Minutes of meeting December 20th, 2022 - 7 pm

**Present:** Jodi Fernandes- President, Matthew Calkins-Vice President , Mark Vila-Treasurer, Kari Capowski-Secretary. Trustees: Kay Bishop, Megan Brandow-Fuller, Elizabeth Vila, Michael Sloan, Library Director Courtney Tsahalis and Risa Pomerselig from Library Teen Services

**Absent:** Nicole Anderson , Sarah Gonzalez, Jeff Zelevansky

1. The meeting was called to order with a quorum present. The board was informed that a guest, Risa Pomerselig would be attending to present on our Teen Services.
2. Risa introduced herself to the board and talked about her school visits, intergenerational events, the Art Effect visit (video animation) and said she is working to put together a car maintenance program for teens and adults. She also has some wonderful ideas for multi cultural programs and other items from our Strategic Plan. She took questions from the board.
3. Jodi made a motion to approve the November 2022 meeting minutes. Mark seconded and all approved.

#### 4. President's Report

Jodi reminded everyone to get their Sexual Harassment Training forms in by 12/31/22. She went over the 2023 meeting dates and made a motion to accept them. Kay seconded and all approved. Jodi also mentioned that she will be speaking with Rebecca at MHLS regarding training for our 2023 cohort of trustees. She plans to report back at our January meeting.

#### 5. Director's Report

In addition to Courtney's (attached) report, there was a brief discussion about a new cleaning company as Claude is retiring. Jodi made a motion to

approve “C and D Windows and Cleaning” as the new cleaning service for the library. Mark seconded the motion and all approved. Courtney added to her report that as of the time of our meeting, our fall appeal was up to \$11,000.

6. There were no correspondence or communications to discuss.

## 7. Financial Reports

Mark asked for discussion about the 2023 Budget. He made a motion to accept the 2023 proposed budget with the pending amendments that will be made. Matt seconded and all approved. He then went over our December 2022 finance report.

Mark asked the board for any discussion and then approval of the November 23rd and December 8th bills. Mark made a motion to approve both sets of bills. Jodi seconded. All approved.

## 8 Committee Reports

(a) ***Building and Grounds-*** Michael has some minor things to address with regards to the HVAC project, for example, the “General Conditions” which he explained are the instructions to the contractors. There was some discussion about insurance for the project and Michael said he was reaching out to a friend in the New York Public Library for his thoughts on insurance. He said the project should be ready to go after the new year. Courtney is gearing up to submit to the “Contract Reporter for NY State”, also known as the “Empire State Purchasing Group”. She said the board will need to vote on the contractor we select and that the contract will also need a vote.

(b) ***Development/Fundraising/Friends-*** Megan thanked those who came in to sign thank you letters to donors. She told the board that the Millbrook Arts Group may want to collaborate with the library to refurbish the gallery space. She also mentioned there will be more letters to sign soon.

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

(d) *Nominating*- nothing to report

(e) *Personnel* -nothing to report

(f) *Policy*- There was discussion about the Trustee Education Policy (which requires library trustees to complete a minimum of two hours of trustee training annually). Jodi made a motion to accept the Millbrook Library Trustee Training Education Policy. Mark seconded and all approved.

9. There was no new business.

11. There was no unfinished business.

12. There being no further business, Jodi made a motion to adjourn. Kay seconded and were in agreement. The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Kari Capowski  
Board Secretary