

Board of Trustees Meeting Minutes
December 11th, 2019
5:30pm
David and Joyce Milne Public Library

Trustees Present: Charles Bonenti (vice-chair), Karen Kowitz, Micah Manary (secretary), Peter Mehlin (treasurer), Bridget Spann (chair), Pat Wilk

Staff Present: Pat McLeod (library director)

Others Present: Ginny Sheldon (representing the Friends), Michael Sussman (Friends treasurer), Judy Ensign (Friends)

Trustees Absent: Debra DiMassimo (Friends liaison)

The meeting was called to order by Bridget at 5:34pm.

We note that the November meeting was canceled.

Approval of Minutes from October Meeting: (Micah Manary)

Peter moved to approve minutes from the September meeting, with minor corrections. Karen seconded. Charles abstained, all else voted in favor.

Treasurer's Report: (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions, separately covering both October and November.

Trustees Annual Fund, balance October 31, 2019\$74,620.08
Interest October 1 - October 31, 2019\$155.31

Carpenter Fund, balance October 31, 2019\$10,254.46
Interest October 1 - October 31, 2019\$21.44

Botsford Fund, balance October 31, 2019\$72,474.07
Interest October 1 - October 31, 2019\$151.83

Sara Tenney Osborne Fund, balance October 31, 2019:\$24,629.35

Activity since November 1, 2019:

11/01/19: Debit of \$75.00 (Jeffrey Agostini stipend for display)

11/01/19: Deposit of \$525.00

Trustees Annual Fund, balance November 29, 2019\$74,620.08
Interest November 1 - November 29, 2019\$155.31

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Director’s Monthly Report: (Pat McLeod)

Pat gave an update on major library activities in the past two months. Multiple new computer purchases and upgrades have been made, and the upgrade to a fiber optic phone network is expected. Programming for adults and children has seen quite strong attendance, and is quite diverse. Three new library policies, considering service animals, social media, and first amendment compliance, are being drafted. The library will be closed for two days for winter holidays, and two days for the completion of renovation.

Friends Request: (Bridget Spann)

The friends request to serve alcohol at their annual meeting December 11th at the library. Bridget moved to approve this request, Micah seconded. All approve.

Friends Report: (Pat Wilk, Ginny Sheldon, and Michael Sussman)

Pat gave a report from the Friends October meeting. This included a summary of their finances, and a summary of the activities of Chapter Two Books. CTB was open 354 days in the last year, selling over 25,000 items. Michael reported on the November meeting, and in particular that the Friends approved the trustee request for financial support – the extra support for programming, coverage of renovation overruns, and expected contributions to phase two of renovations. The Friends are considering another overstock sale. The Friends are moving their monthly meetings to the 2nd Tuesday of each month at noon. This may require the trustees to elect a new Friends Liason. We will follow up on this at our January meeting.

Report on Status of Circulation Area Renovation: (Pat McLeod)

The final touches on renovation lighting and other small details are now scheduled to be finished before the end of the month. We will need to install staging, and thus the library will close for two days, December 19-20. We are now looking forward to the next phase of renovations,

Status of Annual Appeal: (Peter Mehlin)

There were approximately \$1750 in contributions, bringing our total close to \$30,000 this year. We expect a final influx from the holiday season. We also note to keep careful track of checks coming in unintentionally for the friends.

Standing Building and Grounds Committee: (Pat McLeod)

The Building and Grounds Committee had their first meeting, doing preliminary vision work. It is possible we should consider hiring an architect or designer to oversee the next phase of renovations.

Bee Friendly Williamstown: (Bridget Spann)

Bee Friendly Williamstown presented their proposal for a pollinator garden on the strip of land between the parking lot and exit road. We note that this a great opportunity that the library will intentionally integrate educational programs in to. The diversity of plants will also be in itself educational for local gardeners. The trustees voiced concerns about traffic flow work in the garden itself and support, which are both being worked on, to be presented at a future meeting.

Review of Master Plan Goals and Objectives: (Bridget Spann)

The trustees reviewed the master plan to document progress on each objective. We note completion of items from the space planning study and partial/ongoing work on improving outdoor spaces. Database training of staff and the public are largely complete. Programming has expanded and improved in the past few years, fulfilling those objectives. We have seen large improvement in public relations and marketing, meeting those objectives. Staff and administration customer service and compensation advancements are pending and ongoing, especially with the 2021 budget coming up in the next year.

Staff Holiday Bonuses: (Pat McLeod)

The trustees have traditionally given a \$100+ (to be \$100 after tax) bonus to each employee, along with a card. Peter moved in favor of approving this again, Charles seconded, all voted in favor.

Karen Kowitz moved to adjourn the meeting. Peter seconded. All voted in favor. The meeting was adjourned at 6:57pm.

The next meeting will be Wednesday, January 8th, 2020, at 5:30pm at the library.

Submitted December 21, 2019 by Micah Manary