

**David and Joyce Milne Public Library  
Board of Trustees Meeting Minutes  
April 10, 2019**

Present: Charles Bonenti, Karen Kowitz, Peter Mehlin, Pat Wilk, Mary Ferger, Bridget Spann, Pat McLeod, Roslyn (Roz) Broch

Also: Michael Sussman, Ginny Sheldon and Kelsey Bain, of the Friends, and Micah Manary, who will be running to be elected a Library Trustee, to fill Mary's seat.

Absent: Pat McLeod, Deb DiMassimo

The meeting was called to order by Charles at 5:32 p.m.

Because Roslyn Broch, the new Assistant Director of the Milne Public Library, and Michah Manary, candidate for Library Trustee, were new to this group, we began with introductions all around, sharing comments about our backgrounds, and what brought us to the Milne.

**1. Approval of minutes from March meeting** (Pat Wilk).

Karen moved to approve, with corrections, as discussed. Peter seconded. All voted in favor.

**2. Treasurer's report:** (Peter Mehlin—see attached)

Trustees Annual Fund:

Account balance March 29, 2019.....	\$66,884.53
Interest March 1-29, 2019.....	\$128.74

Carpenter Fund:

Account balance March 29, 2019.....	\$10,202.38
Interest March 1-29, 2019.....	\$19.21

Botsford Fund:

Account balance March 29, 2019.....	\$71,433.06
Interest March 1-29, 2019 .....	\$134.48

Sara Tenney Osborne Fund:.....\$24,629.35

Account activity since March 1, 2019:

4/1/19: Debit of \$75 (Jeffrey Agostini stipend for display), debit of \$1,808.51 (Print Shop printing and mailing), debit of 585.36 (Deb DiMassimo expenses, thank you party).

4/5/19: Debit \$239.78 (Mary Ferger expenses, thank you party)

4/10/19: Debit \$110.00 (Peter Mehlin, stamps), deposit \$1200.

**3. Assistant Director's Monthly report:** (Roslyn Broch, see attached report.) Roz presented the report at this meeting because of Pat McLeod's absence. She plans to return on Tuesday April 16. After introductory remarks, she talked about an upcoming meeting to discuss the problems with the new flooring, described upcoming events, and talked about plans to celebrate Library Week (April 8-13).

**4. Friends report:** (Michael Sussman). The Friends had a meeting two days ago. Chapter Two Books is doing extremely well. Ginny has been doing an extraordinary amount of work in the west wing space. She has plans for getting the public more involved in their operation. However, the Open House originally planned for May 8-11 has been postponed, because that space is still a work in progress. The Friends are currently completing some grant applications for Chapter Two Books. They plan to invite their volunteers to an appreciation event in May (date not yet specified), and would like permission to serve alcohol at this event. Mary moved to approve a permit for alcohol at a Friends' appreciation event in May; Peter seconded, all were in favor.

### **5. Old Business:**

A. Report on status of circulation area renovation. (Charles) Charles reported the results of the recent meeting with the contractor, and handed out some notes about the results of that meeting. There are still significant problems with the lighting and with the tile flooring. We walked into the renovated area as a group to look at and discuss the problems. We discussed the idea of replacing the tiles with carpeting, and taking that carpeting further towards the back of the library, and into the stacks. We are not happy with the quality of the work that was done. Now we will have to negotiate with the contractor for a settlement. We need to review our contract, and the notify the Town Manager.

B. Report on annual appeal mailing. (Bridget and Karen).

The Trustees expressed their gratitude to Karen for her time-consuming work on this project, especially in updating the mailing list, and in implementing the changes suggested to us about personalizing the mailings. Bridget suggested that we create a timeline for the fundraising appeal that we can follow in future years. We decided as a group to send our appeal out a month earlier next time. New thank-you notes for donors are being designed by circulation manager Julianna Haubrich. Bridget suggested that we create a reminder postcard that we could mail to people who have received our appeal but have not yet donated.

C. Report on reception for staff members/volunteers. (Deb, Mary) We felt that the event was a success. The trustees thanked Deb and Mary for their efforts.

D. Report on candidate for May election. (Charles). Micah Manary, who is a teacher at the Buxton School and frequently visits the Milne Library with his children, introduced himself to us at the beginning of the meeting. He talked about the importance of making a contribution to the community. We thanked him for volunteering to run for Trustee.

E. Follow up on completion of conflict of interest surveys. (Charles) Charles reminded us to complete the required online training session. Those of us who had already done so talked about the process.

**6. New Business:**

- A. Plans for future review of Library Director job description & performance. (Bridget)
- B. Plan for review of library director job description & performance. (Bridget) This process involves interviewing several people. Bridget, Charles and Pat W agreed to do the interviewing if we could complete the process before summer.

8. **Adjourn.** Peter moved, Mary seconded 7:05

**Next meeting:** Wednesday, May 8, 2019, at 5:30 p.m.

Documents distributed at this meeting:

- Agenda for April meeting
- Minutes of March meeting
- Treasurer's report
- Assistant Director's monthly report

Respectfully submitted,  
May 7, 2019  
Patricia Wilk, Secretary