

**Board of Trustees Meeting Minutes**  
**July 8<sup>th</sup>, 2020**  
**5:30pm**  
**Remote Meeting via Zoom for the**  
**David and Joyce Milne Public Library**

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

**Staff Present:** Pat McLeod (library director)

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

The meeting was called to order by Bridget at 5:33pm.

**Approval of Minutes from June Meeting:** (Micah Manary)

The minutes for the regular June meeting were presented. Karen moved to approve these minutes, Debra seconded, and all voted in favor via a roll call vote, except Micah who abstained.

**Treasurer's Report:** (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions for June. There were no questions.

Trustees Annual Fund, balance June 30, 2020 .....	\$37,546.38
Interest May 30 - June 30, 2020.....	\$42.24
Carpenter Fund, balance June 30, 2020 .....	\$10,388.93
Interest May 30 - June 30, 2020.....	\$11.31
Botsford Fund, balance June 30, 2020.....	\$73,424.40
Interest May 30 - June 30, 2020.....	\$79.92

July 7, 2020: Debit of \$75.00 (Jeffrey Agostini stipend for display)

July 8, 2020: Debit of \$222.00 (Micah Manary thank you gift cards for staff)

**Renovation Expenditures:**

Craig Family Trust:	\$20,000 contributed, \$0.00 expended to date
Friends of the Library:	\$20,000 contributed, \$9,297.06 expended to date
Conway Glick (via Trustees):	\$40,000 contributed, \$9,728.00 expended to date
Totals:	\$80,000 contributed, \$18,505.06 expended to date

Jeff Agostini will likely be returning once the library reopens.

Micah moved to approve this report, Deb seconded, and all voted in favor via a roll call vote, except Peter who abstained.

**Director's Monthly Report:** (Pat McLeod)

There is lots of excitement from patrons and staff about outdoor service, which is occurring in a tent outside the front door. So far, the program uses only books from the library, not interlibrary loan. It is going well. We have no concrete plans about the next phase of reopening, though we have heard what other libraries are doing.

**Friends Report:** (Judy Ensign)

The friends have no scheduled meetings this month or next. Chapter Two Books is considering reopening, possibly 3 days a week, with reduced hours and/or capacity. The Friends board approved \$3000 for Roz for professional development.

**Building and Grounds Committee:** (Charles Bonenti)

The building and grounds committee has not met since the last board meeting. The community room has been painted, lights have been installed, and the carpeting has arrived and will be installed soon. There was an additional donation, using the new donor intent form.

**CoVID-19 Reopening Updates:** (Pat McLeod)

The director discussed the difficulty of enforcing safety measures in the library, and acknowledged that other libraries are experiencing problems with this. The trustees agree that masks should be mandatory in the library. The state allows people with certain medical conditions to be exempt from the mask requirement, without requiring documentation. They will be allowed to use curbside service.

**Tuition Reimbursement Requests:** (Bridget Spann)

An official policy does not exist yet. The trustees need more guidance on the differences between town employees and library employees. We are currently drafting guidelines. We think that a standard of 2 years of working at the library after taking the courses makes sense. We will develop a letter of commitment to be used in future tuition reimbursement situations.

**End of Year Budget Report** (Pat McLeod)

The town has not yet processed everything, so this will be pushed back to a later meeting.

**Trustee Board Evaluation – Annual Report Card:** (Bridget Spann)

The trustee evaluation was guided by the MBLC trustee handbook. In general, the board is doing a good job. The biggest area for improvement would be doing more fundraising and advocacy in the community at a larger than local level.

**Director Evaluation:** (Bridget Spann)

This will be presented at the next regular meeting.

**Message for Eblast from Trustees:** (Bridget Spann)

This will be discussed at the next regular meeting. It will, at that time, be somewhat urgent.

**Other Business to come before the Board:** (Bridget Spann)

The trustees acknowledge a letter from a library staff member, and would guide that member to first talk through the issue with the library director.

Karen moved to adjourn the meeting. Deb seconded. All voted in favor via roll call vote. The meeting was adjourned at 7:31pm.

The next meeting is scheduled for Wednesday, August 12<sup>th</sup>, 2020, at 5:30pm, hopefully in person at the library though possibly remotely.