

**David and Joyce Milne Public Library
Board of Trustees Meeting Minutes
February 13, 2019**

Present: Charles Bonenti, Karen Kowitz, Peter Mehlin, Pat Wilk, Mary Ferger, Bridget Spann, Pat McLeod.

Also: Ginny Sheldon, Kelsey Bain, representing the Friends

The meeting was called to order by Charles at 5:37 p.m.

1. Approval of minutes from January meeting (Pat Wilk).

Peter moved to approve, with minor corrections. Deb seconded. Charles abstained from voting because he was not present for the January meeting. Everyone else voted in favor.

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

Peter submitted the Annual Report for February, below:

Trustees Annual Fund:

Account balance January 31, 2019.....	\$64,785.96
Interest Jan. 1-31, 2019.....	\$125.29

Carpenter Fund:

Account balance Jan 31, 2019.....	\$10,164.77
Interest Jan. 1-31, 2019.....	\$19.61

Botsford Fund:

Account balance Jan. 31, 2018.....	\$71,169.74
Interest Jan. 1-30, 2018.....	\$137.62

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

Account activity since Feb. 1, 2019:

2/6/19: Deposit \$25, debit of \$75 (Jeffrey Agostini stipend for display)

3. Director’s Monthly report: (Pat McLeod, see attached report.)

Pat reports that the library staff moved back into the new library space on Monday. She said it was a learning process. Trying to shelve on circular shelving is a challenge. New chairs came in that are higher; they were necessary because the new counters are higher than desk height. Staff members feel the lighting in the entrance is too dim; patrons have complained about that as well. There have been some recent setbacks with flooring, cabinetry, smoke alarm systems. The Fire Chief came in to write up violations, mostly involving doors. We are responding to those prob-

lems. The public loves the new entrance, but the swinging doors are an issue. Some people fly through them. Charles said he heard a patron saying the new library looks “the way it was always meant to be.”

Pat M. reported that the back lobby is emptying out as we move books forward, and we are giving a number of shelving units to the Friends. Our E-mail blasts are very successful. Click rate is up around 40 percent. We are including the Friends and Chapter Two Books in the e-mails. She has received positive feedback from state library officials on the “Blind Date with a Book” program we wrote about on the e-mail. Pat said she has also been sending Valentine e-mails to legislators with quotes from people about why they love their library.

Deb Felix will retire in March. Pat M. plans to change that position to Associate Director, and write a new job description involving a broader range of responsibilities, such as grant writing, going out to speak to groups, attending the Trustees meetings if the director is not available, and working the circulation desk. Pat has been gathering feedback from other library directors in the state about what a job description for an Associate Director should involve. She would like a trustee to serve on the search committee. She would like to post the job at the end of the month. Peter volunteered. Deb volunteered to serve as a backup. Interviewing begins early next month.

5. Friends report (Kelsey Bain).

The Friends are working on a spring mailing newsletter, focused on renewing membership. They will also send one in the fall, promoting Chapter Two Books. The bookstore management team met last week. They have been meeting monthly, and are working on coming up with a new name. Moving books from the Friends space in the library to the bookstore is working out really well. They are trying to come up with a plan to sell excess books, and have been brainstorming ideas for an auction for the most valuable volumes. To keep the stock in the store fresh, they are pulling out some of original inventory and replacing it with new donations. About 40 volunteers a week work in the store. No one’s ever there alone. Sales in the bookstore have exceeded expectations. Gross sales in Nov and Dec. were \$21,206; in January the store did \$5,100 in sales. Some of the management team is putting together a calendar (marking events such as Black History Month) so that we can coordinate the store’s book displays with those events.

Charles noted that Michael Sussman asked for an adjustment to the lease agreement with an updated re-allocation of floor space, now that Goodwill will no longer be there.

5. Old Business:

A. Report on status of circulation area renovation. (Pat) This was discussed by Pat in the Director’s report.

B. Report on removal of Goodwill furnishings. (Charles) All Goodwill supplies and materials have yet to be removed. Charles said he sent them an e-mail asking that things be out by February 15th.

C. Receipt of license pact for storage of school district records (Pat)

We did receive the signed license form from the school district.

6. New Business:

A. Presentation of 2019-20 budget (Pat) Deb moved to support, Peter seconded. All were in favor. We unanimously agreed to a resolution supporting the salary increase for Library Director.

B. Seek professional advisor to help plan 2019 annual fund drive (Pat, Charles) Bridget had asked all of the trustees to talk to people to get thoughts about fundraising. No one on the board feels that we have skill or expertise in fundraising. Bridget had a phone conversation with experienced fundraisers John and Martha Storey, who are currently in Florida. She feels they have good feedback. She shared some of the advice they gave us, including the challenge of distinguishing between appeals from the Friends and those from the Trustees. We have agreed that it's important to separate our annual appeal from that of the Friends. May is not a good time to do a mailing, because of graduations, weddings, and impending summer plans. November and December are excellent times. We are working for the same common goals as the Friends, and we need to be careful not to work at cross-purposes with them. Another piece of advice was not to mix the annual fundraising with a specific capital campaign. We discussed our present practices and agreed that it's going to take time and commitment on our part to do this better. The same post-card thank you note for everyone who donates, for example, is not good. Peter mentioned that at Images, board members called people to thank them for significant donations. Karen said she writes a personal note on every thank you card she sends; Pat responds as well to larger donations. Bridget made the point that although we have all said we didn't want to make a phone call to ask people for money, making a phone call to thank them for their donation is something we might feel differently about.

We agreed that it is not too late to have a ribbon cutting for the renovation, and to use that occasion to honor our donors.

We discussed our existing mailing list, and agreed that the expense of doing another all-town mailing isn't worth it. Pat M. said our e-mail blasts go to 3100 people. But we have e-mails only, not street addresses. We considered asking e-mail recipients for mailing addresses. We discussed ways of personalizing an appeal. We discussed problems with online giving through the town website. The photo there doesn't even show our library. Instead, it's a generic photo. We discussed using quotes or testimonials from library patrons in appeals. We talked about the need to go through the current database list. Who has moved away? Who do we know?

Karen, Mary, and Charles all mentioned local residents who have experience in development and might be willing to help us, and they shared those names. If we are ready, Bridget said, there are some simple things that we could do that would make a difference.

Charles agreed to work on fundraising with Karen and Bridget.

C. Four trustees up for re-election in May (Charles) Trustees whose terms are expiring are: Deb, Peter, Mary, and Bridget. Papers are available now. They are due at the end of March. He asked those whose terms are ending to consider serving again and to make a decision.

D. Status of staff/volunteer appreciation party (Bridget) Deb agreed to work on this. Pat suggested Spring. Bridget suggested having the staff and volunteer party sooner, to show our appreciation for getting through the difficult renovation period. Mary offered to check with Wild Oats about catering. This party is supposed to be in March. We need a Wednesday late afternoon/evening date. Deb, Mary, and Pat M. will work on this. Last year budget was around \$650. We will be hosting about 40 people.

E. Plan for review of library director job description & performance. (Bridget) This was tabled until our next meeting.

8. Adjourn. Peter moved to adjourn at 7:18, Karen seconded. All were in favor.

Next meeting: Wednesday, March 13, at 5:30 p.m.

Documents distributed at this meeting:

- Agenda for February 13 meeting
- Minutes of January meeting
- Treasurer's report
- Director's monthly report
- Library budget

Respectfully submitted,
February 28, 2018
Patricia Wilk, Secretary