

**Board of Trustees Meeting Minutes**  
**December 9<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:** Ginny Sheldon, Michael Sussman, and Pam Art (representing the Friends)

The meeting was called to order by Bridget at 5:31pm.

**Approval of Minutes from November Meetings:** (Micah Manary)

The minutes for the regular November meeting were presented, with minor edits. Peter moved to approve these minutes, Charles seconded, and all voted in favor via a roll call vote, except Micah and Deb who abstained. The minutes for the special November meeting were presented, with minor edits. Karen moved to approve these minutes, Peter seconded, and all voted in favor via a roll call vote, except Micah and Pat who abstained.

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

Peter presented a report of current fund balances and recent contributions for November.

|   |             |
|---|-------------|
| Trustees Annual Fund, balance November 30, 2020     | \$40,560.90 |
| Interest October 31 – November 30, 2020             | \$36.44     |
| Carpenter Fund, balance November 30, 2020           | \$10,439.32 |
| Interest October 31 – November 30, 2020             | \$9.70      |
| Botsford Fund, balance November 30, 2020            | \$73,780.46 |
| Interest October 31 – November 30, 2020             | \$68.52     |
| Sara Tenney Osborne Fund, balance November 30, 2020 | \$24,629.35 |

Activity since December 1:

December 1, 2020: Debit of \$75.00 (Jeffrey Agostini stipend for display)

December 1, 2020: Debit of \$55.00 (Peter Mehlin for stamps)

December 1, 2020: Deposit of \$1,700.00

December 8, 2020: Deposit of \$550.00

The trustees continue to have some questions about the discrepancy between when donations are received by the trustees and how long it takes for them to post into the trustee account. We understand the process but still would like to have more clarity surrounding how much we have at any given meeting or moment.

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

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

It's been a very busy month at the library. Saturday activity has picked up. Vestibule service is going well, and will be continued into the foreseeable future, especially with winter weather. Ventilator system repair and update is being evaluated this week, with a \$10,000 cap (over which the project will have to be sent to bid). The new organizational chart is out, and performance reviews are underway. No new gifts this month. The draft of the best practice manual is pending.

**Friends' Report:** (Pam Art and Pat Wilk)

Chapter Two books is doing well. Despite revenue decreasing from \$93,000 to \$50,000 in the past year, that loss is due to being closed or reduced for over half the year, and the comparable sales figures are actually stronger. The Friends are starting to sell selected books from their current inventory through Amazon.com with a partner. In addition, they are benefitting from new books ordered through our Chapter Two Books storefront on Bookshop.org:

<https://bookshop.org/shop/chaptertwobooks/>

These are not books in inventory, but they get a percentage of the sale. That is exciting and already reaping benefits. The Friends are confident in the financial situation of Chapter Two. The Friends are reaching out to library and staff members to hear about their roles, and to local book groups, engaging new perspectives. A new board was approved at the last meeting, including 3 new members: Elizabeth Whitney, Elizabeth Saint Clair, and Lisa Hiley.

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

The next meeting of the committee is this week, with the main goal to understand how the spaces in the next phase of the renovation should be used. \$20,000 of the Craig Family Trust is still to be used for the young adult room, and the Friends have promised an additional \$25,000 for the coming year to add to this phase of the renovation.

Renovation Expenditures:

|                              |  |
|------------------------------|--|
| Craig Family Trust:          | \$20,000 contributed, \$0.00 expended to date      |
| Friends of the Library:      | \$25,000 contributed, \$23,361.67 expended to date |
| Conway Glick (via Trustees): | \$40,000 contributed, \$39,683.19 expended to date |

|         |  |
|---------|--|
| Totals: | \$85,000 contributed, \$63,044.86 expended to date |
|---------|--|

The trustees want to solicit some more input on the young adult room in particular, including ways to get input from more local young adults and the local school libraries.

**COVID Reopening Updates:** (Pat McLeod)

We are watching the COVID situation closely, and trying to stay current with state recommendations and what other libraries are doing. As we have no browsing currently, we have no plans to move forward or backward with our reopening.

**Annual Appeal:** (Peter Mehlin and Karen Kowitz)

We have received over \$25,000 so far, ahead of last year. Trustees need to continue to thank large donors using the communal form. The Friends are also seeing increased contributions, but this seems to be larger donations from the same donors, rather than more donors.

**Collection Development Policy:** (Micah Manary)

There are no further comments on the Collection Development Policy. The director is happy with the progress. We will vote on the new policy at our next meeting.

**Updated Organizational Chart:** (Pat McLeod)

We will revisit this at our January meeting. Questions should be submitted to the Director for that meeting.

**Staff Bonus:** (Peter Mehlin and Pat McLeod)

We traditionally gift employees \$100 (after tax) during the winter holidays. This is approximately 12 employees, excluding part time employees who have not worked in many months. Peter moved to approve our contribution of these bonuses, and Deb seconded. All voted in favor via a roll call vote, except Karen who abstained.

**Leaf Blower:** (Pat McLeod)

We have purchased a new leaf blower for \$520.85. Charles moved to approve allocating money for reimbursement, Pat seconded, and all voted in favor via a roll call vote.

**Other Business:** (Pat McLeod)

In light of COVID concerns with such materials, we have donated the puppet collection to Hancock school, who are using them well and very thankful for our donation.

Micah moved to adjourn the meeting. Peter seconded. All voted in favor via roll call vote. The meeting was adjourned at 6:45pm.

The next meeting is scheduled for Wednesday, January 13<sup>th</sup>, 2020, at 5:30pm.