

Board of Trustees Meeting Minutes
January 13th, 2021
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: Michael Sussman, Ginny Sheldon, and Pam Art (representing the Friends)

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

Approval of Minutes from December Meeting: (Micah Manary)

The minutes for the regular December meeting were presented. Peter moved to approve these minutes, Charles 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 December.

Trustees Annual Fund, balance December 31, 2020	\$40,598.60
Interest December 1 – December 31, 2020	\$37.70
Carpenter Fund, balance December 31, 2020	\$10,449.02
Interest December 1 – December 31, 2020	\$9.70
Botsford Fund, balance December 31, 2020	\$73,849.04
Interest December 1 – December 31, 2020	\$68.58
Sara Tenney Osborne Fund, balance December 31, 2020	\$24,629.35

Activity December 1, 2020 – January 12, 2021:

Deposits:

December 1, 2020: \$1,700.00
December 2, 2020: \$200.00
December 8, 2020: \$520.00
December 30, 2020: \$2,705.00
January 12, 2021: \$3,100.00

Debits:

December 1, 2020: \$75.00 (Jeffrey Agostini stipend for display)
December 1, 2020: \$55.00 (Peter Mehlin for stamps)

December 14, 2020: \$1,116.17 (staff bonuses)

December 30, 2020: \$520.85 (Carr Hardware - leaf blower)

January 12, 2021: \$75.00 (Jeffrey Agostini stipend for display)

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

Director's Report: (Pat McLeod)

Pat has been at home for almost a month due to medical issues but working remotely, with Kirsten in constant communication. The Friends have provided updated computers for more staff members. There is no update on the fogger. The ventilation system repair is slow but progressing. Staff have developed a system to be able to provide a printing solution for patrons. No word yet on how providing tax forms will work this year. Each staff member is providing a bio blurb in the weekly eblast. Winter adult programs are set and progressing well (remotely). The main hallway flooring installation is almost complete, and should finish up in the next week. Book weeding is continuing aggressively. Performance reviews will continue once the Director returns in person. The Best Practices Manual for staff is progressing, if slowly. CARES has been extended through 2021.

Friends' Report: (Pam Art)

The Friends have not met since the last library trustee meeting. Nothing major to report. Chapter Two continues to do well, open three days a week with an occasional fourth.

Building and Grounds Committee Report: (Charles Bonenti)

The committee is focusing on developing a plan for the young adult room, including input from multiple local school librarians. There are no changes to the renovation account balances or expenditures, though there will be two additional expenses for the flooring totaling approximately \$6000. Charles suggested that the library trustees contribute to cover these expenses. Micah motioned to approve the use of up to \$6,000 from the annual fund for covering the additional flooring expenses. Pat seconded. All voted in favor via a roll call vote. The Friends money previously approved for renovations can be transferred to the library at any time and will also be used.

COVID Reopening Updates: (Pat McLeod)

The state has lowered indoor occupancy limits to 25% of nominal allowance. Libraries in general are pulling back in their reopening plans. There are no plans to open any further than we have.

Annual Appeal: (Peter Mehlin and Karen Kowitz)

Trustees need to continue to call donors. Out of 543 letters sent, we have received 219 gifts (40%), totaling \$31,211, which is on track for our target.

Collection Development Policy: (Micah Manary)

Charles moved to approve the updated collection development policy as presented at our last meeting. Deb seconded, and all voted in favor via a roll call vote.

Updated Organizational Chart: (Pat McLeod)

Pat sought outside input into the organizational chart. It is similar to many other small library charts, though we note that it is quite vertical. It may be possible to have the circulation head take on a more managerial role, but that is not possible immediately. Some of the trustees expressed concern that the needs of the library or the Director were not being met with the current role structure. The Director does not believe this to be true at this time.

Other Business: (Peter Mehlin)

The Milne Library annually partners with the Williamstown Chamber of Commerce for promotion of the library, with a total cost of \$250. Deb moved that we approve this expenditure with money from the annual fund. Karen seconded, and all voted in favor via roll call vote.

Peter moved to adjourn the meeting. Pat seconded. All voted in favor via roll call vote. The meeting was adjourned at 7:02pm.

The next meeting is scheduled for Wednesday, February 10th, 2021, at 5:30pm.