

Board of Trustees Meeting Minutes
October 14th, 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 (representing the Friends)

The meeting was called to order by Bridget at 5:32pm.

Approval of Minutes from September Meetings: (Micah Manary)

The minutes for the regular September meeting (September 9th) were presented. Charles moved to approve these minutes, Karen seconded, and all voted in favor via a roll call vote, except Micah who abstained. The minutes for the special September meeting (September 16th) were presented. Karen moved to approve these minutes, Charles seconded, and all voted in favor via a roll call vote, except Micah, Peter, and Pat who abstained.

Treasurer's Report: (Peter Mehlin)

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

Trustees Annual Fund, balance September 30, 2020.....	\$33,448.24
Interest September 1 – September 30, 2020	\$30.06

Carpenter Fund, balance September 30, 2020	\$10,420.25
Interest September 1 – September 30, 2020	\$9.37

Botsford Fund, balance September 30, 2020	\$73,645.69
Interest September 1 – September 30, 2020	\$66.19

Sara Tenney Osborne Fund, balance September 30, 2020	\$24,629.35
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Activity since October 1:

October 6, 2020: Debit of \$75.00 (Jeffrey Agostini stipend for display)

October 6, 2020: Debit of \$58.00 (Print Shop)

October 6, 2020: Deposit of \$400.00

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)

Saturday hours have begun and are going well. A large storm damaged our outside tents, and the free book selection is being trashed. Vestibule service should begin this month, as should special Friday hours. The boiler is broken, due to a potentially dangerous risk, resulting in no heat. This caused the library to be closed yesterday as the building could not get above 50F. The garden club sale went well. Financial report and compliance report are being worked on – we may need a waiver because of how much money had to be encumbered after not being spent. Many other libraries in the state are in this position. \$725 was received in donation to the library this month. The Director is considering having the library go completely fine free, in line with recent trends at other libraries and in accordance with research.

Friends Report: (Ginny Sheldon)

The next Friends’ meeting is next Tuesday. They have good candidates for a few board spots and for officers. Chapter Two is doing well, the donation center is working well (by appointment), and the online book selling project is ready to launch.

Building and Grounds Committee: (Charles Bonenti and Pat McLeod)

Final details are coming together on the current renovation. The focus is shifting to the next phase of the renovation, especially the periodical section, as those magazine subscriptions are not being renewed. That room could be transformed, with large print material and computers with a printing station. The changes to the young adult room are being discussed, but the larger purpose of that room needs to be established. Perhaps leaving one computer, a large TV, and new furniture, but also keeping in mind sanitation needs in that room.

Renovation Expenditures:

Craig Family Trust:	\$20,000 contributed, \$0.00 expended to date
Friends of the Library:	\$25,000 contributed, \$15,297.06 expended to date
Conway Glick (via Trustees):	\$40,000 contributed, \$30,810.75 expended to date
Totals:	\$80,000 contributed, \$46,107.81 expended to date

CoVID-19 Reopening Updates: (Pat McLeod)

A large disinfectant fogging machine is being considered. The library is pursuing vestibule service, with one person allowed in at a time. Books would be collected, banded, and passed to the patron. With staff returning, details for Wednesday night need to be thought through, and reopening is being reevaluated continuously with up to date information.

Annual Appeal: (Karen Kowitz)

The annual appeal is out, and we have a plan to receive the donation envelopes safely. We also will be sending out a thank you letter that also mentions the tax-deductible nature of the donation, and calling to thank those who donated more than \$100. We will do reminders through the email blast, rather than by postcard.

Computer and Internet Policy: (Micah Manary)

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

Wheeler Bequest to the Library: (Pat McLeod)

The trustees considered putting this bequest into the annual fund, given the financial strain of the year and the fact that we have spent so much this year already. However, we would like to continue putting this into the gift fund, and allowing the trustees to administer it through the Library Director.

Director's Funding Proposal to the Friends: (Pat McLeod)

The Director presented her funding proposal to the Friends, which is similar to previous years, with the notable loss of the ancestry database and the inclusion of tuition reimbursement as professional development. The trustees would like more accountability to the Friends surrounding these funding requests, such as a yearly report of how money was spent and its effect on the library as a whole.

Collection Development Policy: (Micah Manary)

This will be presented at the next meeting.

Deb moved to adjourn the meeting. Charles seconded. All voted in favor via roll call vote. The meeting was adjourned at 7:06pm.

The next meeting is scheduled for Wednesday, November 11th, 2020, at 5:30pm.