

**Board of Trustees Meeting Minutes**  
**November 11<sup>th</sup>, 2020**  
**5:30pm**  
**Remote Meeting via Zoom for the**  
**David and Joyce Milne Public Library**

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

**Staff Present:** Pat McLeod (library director) [technical difficulties]

**Others Present:** Ginny Sheldon and Elizabeth Whitney (representing the Friends)

**Absent:** Debra DiMassimo

The meeting was called to order by Bridget at 5:37pm.

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

The minutes for the regular October meeting were presented. Peter moved to approve these minutes, Pat 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 October.

Trustees Annual Fund, balance October 31, 2020	\$30,027.95
Interest October 1 – October 31, 2020	\$29.16
Carpenter Fund, balance October 31, 2020	\$10,429.62
Interest October 1 – October 31, 2020	\$9.37
Botsford Fund, balance October 31, 2020	\$73,711.94
Interest October 1 – October 31, 2020	\$66.25
Sara Tenney Osborne Fund, balance October 31, 2020	\$24,629.35

Activity since November 1:

November 4, 2020: Debit of \$75.00 (Jeffrey Agostini stipend for display)

November 4, 2020: Deposit of \$2,705.00

November 10, 2020: Deposit of \$2,225.00

To date, \$20,926 has been received for this year's Annual Fund Drive. We expect this to appear in the annual fund next month. The trustees have questions about exactly how and when money is transferred after being donated, which we will discuss at our next meeting.

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

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

Because much of the meeting was mired with technical difficulties, the director's report was read through briefly but will be presented and discussed at our next meeting, as nothing urgent has come up. At this point we decided to have a special meeting the following week, so that the director's report and other items could be discussed this month with the present.

**Friends' Report** (Judy Ensign):

The Friends have nothing large to report, with Chapter Two going strong but a slowdown expected before the holiday rush. Chapter Two is now finalizing details for online book sales, including those of new books. They will be electing new board members in December. The Friends are also preparing for their annual membership drive.

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

With the completion of the tree mural, phase 1 (the community room renovation) is complete and we are moving to phase 2. The conversion of the old periodical section to the large print and computer area is underway.

**Covid-19 reopening updates:**

HVAC system still needs to be updated in order to commence reopening plans, though these are looking more complicated in light of the COVID situation in Berkshire County.

**Annual appeal:**

We have received over \$20,000 so far. We will be calling all donors who contributed \$100 or more, using the online sign up sheet. Trustees are encouraged to sign up and make those calls promptly. A message to appear in the library's weekly email blast was approved, reminding patrons about the annual appeal.

**Collection Development Policy** (Micah Manary)

The collection development policy is rather long and will be discussed at the next meeting, once all the librarians have confirmed their contributions. It was placed on the agenda for December.

All other business was moved to the special meeting next week.

Micah moved to adjourn the meeting. Peter seconded. All voted in favor via roll call vote. The meeting was adjourned at 6:35pm.

The next meeting is scheduled for Wednesday, November 18<sup>th</sup>, 2020, at 5:30pm.