

**Board of Trustees Meeting Minutes DRAFT**  
**April 12, 2023**  
**5:30pm**  
**David and Joyce Milne Public Library**

**Trustees Present:** Charles Bonenti, Pat Wilk (secretary), Timothy Cherubini (vice-chair), Tamanika Steward, Robin Lenz

**Absent:** Bridget Spann (chair), Micah Manary (treasurer),

**Staff Present:** Pat McLeod (library director)

The meeting was called to order by Timothy at 5:36 P.M.

**1. Approval of minutes from March 8:** (Pat W.)

Tamanika moved to approve. Charles seconded. All voted in favor, except Pat W., who abstained.

**2. Treasurer's Report:** (Micah Manary)

Other than custodian expenses, no expenditures were withdrawn.

Trustees Annual Fund, balance February 28, 2023	\$54,908.48
March 21, 2023 Deposit	(Donations) +\$1,175.00
March 21, 2023 Withdrawal	(Expenses) -\$1,347.77
March 31, 2023 Deposit	(Interest) +\$46.48

---

**Carpenter Fund**

*Established in memory of Elsie Carpenter to generate income to purchase books and other learning materials for children and young adults, the annual purchase of which will occur as near to May 15 as practicable.*

Balance March 31, 2023	\$10,404.03
March 31, 2023 Deposit	(Interest) +\$8.79

---

**Botsford Fund**

*Created from the sale of the Botsford House to be used for projects at the town library. After using some principal for a repair, some of which was repaid by the town and some of which was cancelled as forgiven, it was formally split from the House of Local History.*

Balance March 31, 2023	\$75,060.51
March 31, 2023 Deposit	(Interest) +\$48.68

---

**Sara Tenney Osborne Fund**

*Endowment for Milne Public Library, to be used "for any purpose", decided annually by the board. We receive the interest from this endowment once yearly.*

Balance March 31, 2023 \$24,629.35

---

Sarah McFarland Fund

*Bequest from the McFarland Estate, with no restrictions.*

Balance March 31, 2023 \$300,000.00

---

150<sup>th</sup> Anniversary Celebration Fund

*Checking account for working purchases for the 2024 150<sup>th</sup> anniversary celebration.*

Balance March 31, 2023 \$275.00

This report was submitted to trustees via email, but we tabled our vote to approve until next month because Micah was absent for this meeting.

### **3. Director's Report:** (Pat McLeod)

The Town is migrating from Google to Microsoft Office 365 and it has been a very difficult transition for the library. Many files have been lost. They can be retrieved, but there is only one IT person available to help, so some of that work will have to wait until we have IT support.

Two Williams students came over and made a video demonstrating the induction stovetop that CET donated to the library, and can begin circulating. We received a donation of approximately 18 oversized art books from the Art Book Foundation at MASS MoCA; plaques have been added to them and the Foundation thanked. It is a wonderful complement to our collection.

High Mowing Organic Seeds in Wolcott, Vermont donated 375 free seed packets, and they have been set out for the public to take. The tree in the courtyard that split and fell during the late March snow storm will be taken down and removed by the Town Parks and Cemeteries Dept.

The staff meeting on April 14th will focus on the implementation of the Strategic Plan and how staff members will be involved the action steps.

**4. Friends' Report:** The Friends have not had a meeting since we last met. There was no Friends representative here for this meeting.

### **5. Old business:**

- a. **Centerline Building Assessment update** (Charles). There is no news; we do not yet have the report from Centerline. That is expected on Monday.
- b. **Finance Advisory Committee update** (Timothy) Timothy shared with us the following description of the Sarah McFarland Fund that he wrote: Bequest received from the McFarland Estate in 2022. The Trustees have identified uses for this unrestricted fund as: (1) support for implementation of the 2022-2026 Strategic Plan, and (2) seed funding for

development of additional ideas or initiatives, preferably leveraging funding from other sources (for example, matching grant funds). Funds are held by the town.

Tim also wants the board to consider the long-rang view of the trustees' budget. Our balance is about \$55,000. What expenses are coming up? We need to consider the cost of the Centerline work, the rest of our custodian's salary until the end of the fiscal year, the carbon monoxide detector we voted for—that leaves us with \$19,000 left. We also need to consider a larger question: why are we fundraising?

- c. **Budget Update** (Pat McLeod and Bridget Spann). Our budget has been approved by the finance committee.
- d. **Strategic Plan update and timeline** (Pat M./Charles) Charles met with Pat McLeod to help develop a plan for reaching the goals of the strategic plan. Pat came to the meeting with an idea that reflected the same approach Charles was planning to suggest: sharing responsibilities with staff members. Pat shared with each of us a copy of the "Implementation Plan Notebook" which she had given to each staff member. It is 15 pages long, and lists specific goals and each action we need to take to reach those goals. Under each specific action there are spaces for writing information about who will claim responsibility for accomplishing this action, what the timeline is, and information about the anticipated budget. She has asked staff members to claim specific actions. We had a discussion of how this plan might work, how to avoid burnout of staff members, and how to prioritize efforts. An introduction to this project was part of each person's performance review.
- e. **LSTA grant update** (Pat M./Pat W.) The "Dig In!" Grant was pulled from this grant round. We hope to reapply next year. Pat McLeod thanked Pat Wilk and Diane Van Kempen for their time and input.
- f. **Library trustee candidates** (Bridget) Alex Carlisle and Katherine Evans will be on the ballot for the Town Elections in May. They are running unopposed. Charles and Bridget have spoken to both candidates. They will be joining us at June meeting.
- g. **Sarah McFarland bequest—designating funding.** We agreed to postpone this discussion until the next meeting
- h. **Library Director Evaluation Goals.** We agreed to postpone this until the next meeting.

## 6. New business:

**a. request to serve alcohol at artist's reception.** Margaret Fernandez will have an artist's reception on April 19. She is 92 years old. Her daughter Elena Fernandez submitted an application to serve wine at the reception. Charles moved to approve the request. Pat W. seconded. All voted in favor.

**b. Privacy Policy** (Micah/Pat M.) Micah, Pat McLeod, Kirsten Rose, and Debbie Baker. worked together to update this policy. Micah shared a draft of it with us. We noted that privacy

in social media was not included here, and Tamanika suggested that we need to think through how this policy and our new social media policy can “talk to each other.”

**c. Fundraising Policy** (Micah/Pat M.) We discussed the draft that Micah had sent to us; we wondered whether a web presence could be part of this policy, whether there was a difference between fundraising indoors and outdoors? (Could Girl Scouts sell cookies from a table at the entrance, for example?) Are there any town policies that this would need to mesh with?

**d. Other business to come before the board** There are no longer any mask mandates in the library Our current policy is “masks welcome”.

**8. Adjourn:** Robin moved to adjourn. Charles seconded. All were in favor. Timothy adjourned the meeting at 7:00 p.m.

Next meeting: May 3, 2023, at 5:30 p.m.