

Board of Trustees Meeting Minutes
May 13th, 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: Judy Ensign (representing the Friends), Michael Sussman and Ginny Sheldon (also Friends members), Andrea Malone

The meeting was called to order by Bridget at 5:35pm.

Approval of Minutes from April Meetings: (Micah Manary)

The minutes for the regular April meeting were presented. Karen moved to approve these minutes, Charles seconded, and all voted in favor via a roll call vote.

Treasurer's Report: (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions for April. There were no questions, though specific renovation finance topics were pushed to later in the meeting.

| | |
|--|-------------|
| Trustees Annual Fund, balance April 30, 2020 | \$41,387.97 |
| Interest April 1 - April 30, 2020 | \$43.25 |
| | |
| Carpenter Fund, balance April 30, 2020..... | \$10,367.38 |
| Interest April 1 - April 30, 2020 | \$10.76 |
| | |
| Botsford Fund, balance April 30, 2020..... | \$73,272.13 |
| Interest April 1 - April 30, 2020 | \$76.06 |

Debit of \$75.00 (Jeffrey Agostini stipend for display)

Renovation Expenditures:

| | |
|------------------------------|--|
| Craig Family Trust: | \$20,000 contributed, \$0.00 expended to date |
| Friends of the Library: | \$10,000 contributed, \$8,222.00 expended to date |
| Conway Glick (via Trustees): | \$30,000 contributed, \$9,728.00 expended to date |
| | |
| Totals: | \$60,000 contributed, \$17,950.00 expended to date |

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)

The library building remains closed except for infrequent essential staff visits and to Alex and contractors. Online outreach and programming have ramped up even more, and is now quite diverse and well organized. A task force of five staff has begun researching what reopening the library will entail, with a five-phase reopening plan. We have not even entered phase 1 (opening the building to staff), and phase 2 (opening the book drop and quarantining materials) is weeks away. Library staff have been contacting members of the library community, especially seniors, to check in with them.

Friends Report: (Judy Ensign)

No date is set for reopening Chapter Two Books. Curbside delivery is being considered. Ginny sent out a few shipments of books, including some children's books which are being distributed in conjunction with the free and reduced lunch program in Williamstown.

Building and Grounds Committee: (Charles Bonenti)

Alex is doing a lot of work currently, so that involves no external costs. The committee believes it is best to paint the red brick columns, which he could do, or it could be outsourced at a cost of approximately \$2,050. Estimates for furniture originally came in at \$25-\$28,000, which is significantly more than expected. Revised estimates were still approximately \$20,000, so that will change the budget. \$39,366 total has been committed to various parts of the renovation. We will be asking the Friends for another \$10,000 from the \$50,000 they agreed to contribute, but will be halting large expenditures after that so we can more clearly assess the situation in light of potential budget changes. Micah moved to approve the committee report, Karen seconded, and all voted in favor via roll call vote except Charles, who abstained.

Approval of New Board Bylaws: (Bridget Spann)

The new trustee bylaws were presented for a formal vote. These include a number of cosmetic changes, including naming and numbering of sections. The substantial changes cover the director's monthly report and quarterly finance report and the requirement of a donor letter of intent for large donations. Micah moved to approve these bylaws, Charles seconded, and all voted in favor via a roll call vote.

Status of Annual Appeal: (Karen Kowitz)

Karen is working on updating the database. The trustees acknowledge that we will need to be serious and enthusiastic about fundraising, given the likely budgetary restrictions coming in the next year.

Service Animal Policy: (Bridget Spann)

The trustees acknowledge all of the hard work put in to the animal policy, and in the language surrounding how staff are to approach animal on premise issues. Pat Wilk moved to approve the animal policy, Peter seconded, and all voted in favor via a roll call vote.

Educational Reimbursement for Roslyn Broch: (Bridget Spann)

Pat McLeod presented a letter requesting reimbursement for educational expenses pertaining to Roslyn Broch's final MLS classes, totaling \$6000 this fiscal year and \$6000 next fiscal year. After consulting with town manager Jason Hoch, he denied library employee access to the town's reimbursement program, citing the fact that library employees are not town employees,

which was supported by town counsel. This is despite the precedent of previous town managers paying for library employee tuition reimbursement. The trustees all agree on the merit of supporting Roslyn's continuing education and all understand the value of her classes and degree to the library. There was much discussion about where responsibility may lie, and whether or not we would be setting a precedent for future employees. We acknowledge that this is a one-time request in an exceptional circumstance. We believe that Ros should approach the Friends of the library for funding if possible, and that the trustees could be able to support that professional development request, splitting the total with the Friends.

Library Budget: (Pat McLeod)

Pat presented the current state of library expenditures. Many lines are going to be under budget, given the library's closure, though some, especially overtime pay, are over budget. She will work out what the library may owe the town, and we expect no other large changes in the budget this year. The town will be reimbursing the library for a majority of hygiene and safety expenses related to reopening during or after the current pandemic.

Annual Director Evaluation: (Bridget Spann)

The trustees will be beginning the annual director evaluation. Bridget, Micah, and Peter volunteered to spearhead that effort.

Micah moved to adjourn the meeting. Charles seconded. All voted in favor via roll call vote. The meeting was adjourned at 7:15pm.

The next meeting is tentatively scheduled for Wednesday, June 10th, 2020, at 5:30pm, remotely, unless a physical location is accessible.