

Board of Trustees Meeting Minutes
April 8th, 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)

The meeting was called to order by Bridget at 5:37pm. Peter joined late due to technical difficulties.

Approval of Minutes from March Meetings: (Pat Wilk)

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

The minutes for the emergency March meeting were presented. Numerous minor changes were suggested. Deb moved to approve the minutes, Micah seconded, and all voted in favor via roll call vote.

Treasurer's Report: (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions for March. Peter presented a new feature, the tracking of renovation expenditures, also included here. Peter noted that the \$30,000 has been moved from the annual fund to renovation expenses. We note that the trustees are currently paying 75% of Alex's salary (\$21,746 in 2019) which may include overtime hours during the current pandemic crisis.

Trustees Annual Fund, balance March 31, 2020	\$41,854.84
Interest March 1 - March 31, 2020	\$108.92

Carpenter Fund, balance March 31, 2020	\$10,356.62
Interest March 1 - March 31, 2020	\$18.57

Botsford Fund, balance March 31, 2020.....	\$73,196.07
Interest March 1 - March 31, 2020	\$131.26

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, \$0.00 expended to date

Totals: \$60,000 contributed, \$8,222.00 expended to date

Deb moved to approve this report, Charles seconded, and all voted in favor via a roll call vote.

Director’s Monthly Report: (Pat McLeod)

Pat gave a summary of the new normal at the library, which closed March 13th. Only Alex and renovation contractors are currently using the physical building – renovation work is going well. Mail intake is being quarantined, and mail for the Friends or other parties may be able to be separated and distributed in a safe manner. Lots of ideas and projects are coming from staff for ways the library can serve while the building is closed. Pat is spending significant effort planning for the reopening of the library, whenever that may be, and for protecting patrons and staff, especially with regards to materials passing through households and the library. The community bulletin board and posts from the Williamstown Historical Society are also new features this month.

Friends Report: (Judy Ensign)

Chapter Two Books also closed March 13th. Volunteers are still visiting, keeping up the front window and tidying materials. They will be hosting their next meeting remotely this month.

Building and Grounds Committee: (Charles Bonenti)

The building and grounds committee met previously and will meet this month virtually. Work is proceeding, especially in the common room in the back of the library. Lots of smaller decisions need to be made about design and appearance. The trustees voted to grant the decisive power of these decisions to Pat McLeod and the building and grounds committee in consultation with the architect. Micah moved to grant this decision-making capability, Bridget seconded, and all voted in favor via roll call vote. Pat Wilk moved to approve the committee report, Deb seconded, and all voted in favor via roll call vote except Charles, who abstained.

Review of Board Bylaws: (Bridget Spann)

The trustees have obtained a copy of a previous library director employment agreement, which we will use as a basis going forward. A new process for dealing with gifts and bequests to the library has been structured, in collaboration with town hall. There is a lot of ambiguity around where these gifts go, who can execute them, and what specifications are needed. The trustees would like to see a written donor letter of intent from each donor for gifts of more than \$5,000. We propose new wording to clarify the structure in receiving and executing these gifts and bequests. Other minor changes to the bylaws were proposed. These will be formally added and presented as soon as possible for a formal vote.

Status of Annual Appeal: (Karen Kowitz)

The trustees recognize the need to delay the annual appeal, for practical reasons. The economic situation in the country also means that, even after restrictions are lifted, an annual appeal is unlikely to be as successful and possibly inappropriate. September might be a target date for this year’s appeal. Any preparation that can be done, including on the database, should proceed as

normal. Karen can update the database. The trustees acknowledge their own responsibility in extra dedication this year in order for the appeal to be a success.

Service Animal Policy: (Bridget Spann)

Trustees reviewed wording revisions in the second draft of the proposed service animal policy that Pat McLeod has been researching. We agreed that the clear statement of our library's policy at the beginning of the document is a good idea, but that it is not necessary to re-state the Massachusetts Service Animal Law and the definition of a service animal, or to list examples of different kinds of service animals. Bridget has done some online research of the service animal policy statements that other libraries have posted, and we like those that give some guidance to staff members about how to proceed, and what questions they are allowed to ask. We also would like more clear wording about the animals that are part of library programming presentations. We feel this policy needs more work before a final vote. Pat McLeod agreed to revise wording; Pat Wilk agreed to assist.

Micah Manary moved to adjourn the meeting. Deb seconded. All voted in favor via roll call vote. The meeting was adjourned at 6:51pm.

The next meeting is tentatively scheduled for Wednesday, May 13th, 2020, at 5:30pm at the library, pending new restrictions.