

Board of Trustees Meeting Minutes
August 12th, 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, arrived late), Pat Wilk (Friends liaison)

Staff Present: Pat McLeod (library director)

Others Present: Judy Ensign (representing the Friends)

The meeting was called to order by Charles at 5:31pm.

Approval of Minutes from July Meeting: (Micah Manary)

The minutes for the regular July meeting were presented. Some minor corrections were made. Pat moved to approve these minutes, Karen seconded, and all voted in favor via a roll call vote, except Micah who abstained and Bridget who was absent.

Treasurer's Report: (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions for July. There were no questions.

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| Trustees Annual Fund, balance July 31, 2020 | \$37,245.05 |
| Interest July 1 – July 31, 2020 | \$37.80 |

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| Carpenter Fund, balance July 31, 2020..... | \$10,399.90 |
| Interest July 1 – July 31, 2020 | \$10.97 |

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| Botsford Fund, balance July 31, 2020 | \$73,501.91 |
| Interest July 1 – July 31, 2020 | \$77.51 |

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| Sara Tenney Osborne Fund, balance July 31, 2020..... | \$24,629.35 |
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August 10, 2020: Debit of \$75.00 (Jeffrey Agostini stipend for display)

Renovation Expenditures:

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|------------------------------|--|
| Craig Family Trust: | \$20,000 contributed, \$0.00 expended to date |
| Friends of the Library: | \$20,000 contributed, \$9,297.06 expended to date |
| Conway Glick (via Trustees): | \$40,000 contributed, \$18,639.33 expended to date |
| Totals: | \$80,000 contributed, \$27,936.39 expended to date |

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

Director's Monthly Report: (Pat McLeod)

Curbside service is going great, and has been quite busy. One concern is a much higher workload on Monday due to patrons dropping off / ordering materials over the weekend, but we will try to reduce that load. Mid-late September might be a good time to start opening the building to the public. For that to happen, we will need to work on making the HVAC functional and thinking about who can work and how that relates to air circulation.

Friends Report: (Judy Ensign)

The friends had no meeting this month. Chapter Two Books has reopened, and is doing well. People are excited to be back and sales are strong. The store is often at capacity. In the fall, the friends plan to launch the pilot for an online selling project. The friends have a management meeting tomorrow, which should include a financial update.

Building and Grounds Committee: (Charles Bonenti)

All purchases have been ordered for the community room, the estimates are all in, and most things are finished. The final painting needs to be done, and more finishing work, but these are ongoing.

CoVID-19 Reopening Updates: (Pat McLeod)

We are investigating possible vestibule service and/or self checkout. All checkout would need to be receipt-less. However, the library is in no rush to open, especially with potential viral resurgence caused by Williams and local schools opening. We will wait to see how that plays out before considering opening the building.

End of Year Budget Report (Pat McLeod)

Expenditures are down, so we have a surplus. We have paid off C/W MARS through the end of the year, have approval to pay through 2021, and have some money left encumbered.

Annual Appeal: (Charles Bonenti)

A draft of the appeal was sent out, but more work is needed. We want to highlight our staff, the change in work, and the renovation, as well as making the letter more attention-grabbing. It might be unwise to personalize it this year as that requires more in person work. The working group will work on this. Finally, we should consider increasing our partnerships with local businesses.

Unaccompanied Child Policy: (Micah Manary)

Micah presented the policy, including some minor changes. We will vote on the policy at our next meeting, per bylaws.

Service Animal Policy: (Pat McLeod)

Some proposed changes came from the town counsel. The policy will be adjusted to reflect these changes and voted on at the next meeting.

At this point in the meeting, Bridget arrived.

Director Evaluation: (Bridget Spann)

Bridget discussed the director evaluation. Peter and Pat McLeod will work on staff evaluations. Bridget went through each recommendation in detail.

Peter moved to adjourn the meeting. Charles seconded. All voted in favor via roll call vote. The meeting was adjourned at 7:12pm.

The next meeting is scheduled for Wednesday, September 9th, 2020, at 5:30pm.