

Board of Trustees Meeting Minutes
June 10th, 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), Ginny Sheldon (Friends)

The meeting was called to order by Bridget at 5:32pm.

Approval of Minutes from May Meeting: (Micah Manary)

The minutes for the regular May meeting were presented. Karen moved to approve these minutes, Peter 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 May. There were no questions, though specific renovation finance topics were pushed to later in the meeting.

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| Trustees Annual Fund, balance May 29, 2020 | \$39,256.26 |
| Interest May 1 - May 29, 2020..... | \$39.69 |
| | |
| Carpenter Fund, balance May 29, 2020 | \$10,377.62 |
| Interest May 1 - May 29, 2020..... | \$10.24 |
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| Botsford Fund, balance May 29, 2020..... | \$73,344.48 |
| Interest May 1 - May 29, 2020..... | \$72.35 |

June 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: | \$10,000 contributed, \$8,777.06 expended to date |
| Conway Glick (via Trustees): | \$30,000 contributed, \$9,728.00 expended to date |
| | |
| Totals: | \$60,000 contributed, \$18,505.06 expended to date |

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

The trustees note that the library director has been in contact with the family and made another purchase of children's books using the Carpenter Fund, as designated.

Director's Monthly Report: (Pat McLeod)

The library building remains closed except for infrequent essential staff visits and to Alex and contractors. Staff will be returning on June 22nd in anticipation of opening for sidewalk service, which will be set up with tents and bins for drop off and pick up of materials. Some have been expressing serious concern, but this is limited to a small number of staff members. Progress on sanitation and other protocols for reopening is going well, and in coordination with state guidelines. The trustees thank Pat for her statement in the most recent email blast, supporting the ALA statement on antiracism, and also believe it would be a good time for more active antiracist programming.

Friends Report: (Judy Ensign)

Chapter Two Books is experimenting with curbside pickup, with more to follow. They are also gathering resources on antiracism as a special effort through Chapter Two Books. The library director has requested the remainder of Friends programming funds for this year.

Building and Grounds Committee: (Charles Bonenti)

Everything other than furniture and outlets have been ordered for the community room. An additional \$10,000 has been donated to the project, with the appropriate donor letter of intent. The trustees acknowledge efforts to preserve some of the Friends contributions for the rest of the Phase 2 renovations, rather than spending them all first on one room. Deb moved to approve the committee report, Peter seconded, and all voted in favor via roll call vote, except Charles who abstained.

Amending March Motion on Staff Sick Leave and Pay: (Bridget Spann)

The trustees acknowledge the necessity of changing some part of the motion originally made at the March emergency meeting, as the phrase "normal reopening" is ambiguous and it is likely that the library will never return to exactly the same modes of operations. Pat Wilk moved, with Deb seconding, that "we vote that we amend the motion passed at the emergency meeting on March 13th to reflect current conditions and our phased reopening; the trustees support the director's plans for reopening as detailed in the June 2020 director's report". All voted in favor via a roll call vote, except Karen who abstained.

Employee Education Reimbursement: (Bridget Spann)

The trustees want to respond to the request for educational reimbursement from Ros Broch, but are worried about exactly how to do this. The Friends expressed similar concerns at their meeting. A small group was formed, consisting of Judy Ensign and Ginny Sheldon from the Friends, and Pat Wilk and Peter Mehlin from the Trustees, to make a working policy. This was completed but not being presented at this meeting, in anticipation of more work to be done. This will be circulated for discussion at the July Meeting. The library director has submitted the matter as a professional development request to the trustees, in the amount of \$3000 (i.e. half of the one semester amount, with the other half to be covered by the Friends). Charles wanted to clarify that this was a "one-time approval" but the trustees decided that instead we would only address the special circumstances. Charles moved that "we approve the request under special circumstances, pending clarification on whether library employees have the same access to educational reimbursement as town employees." Deb seconded this motion. Bridget, Deb,

Charles, Peter, Pat, and Karen voted in favor of this motion, Micah voted against it, and it passed 6-1.

Note that Deb had to leave at this point for a prior commitment.

Trustee Evaluation (Bridget Spann)

The trustee evaluation will be bumped to the July meeting.

Director Evaluation: (Bridget Spann)

Bridget, Peter, and Micah have been working on this, and expect to present the evaluation at the July meeting.

Election of Officers (Bridget Spann)

All trustees are willing to continue in their previous positions. Since the two trustees running for election this year are uncontested and not currently elected officers, Micah motioned that we elect the current slate of officers in their current positions: Bridget Spann for Chair, Charles Bonenti for Vice-Chair, Peter Mehlin for Treasurer, and Micah Manary for Secretary. Peter seconded this, and all voted in favor via a roll call vote, except Deb who was absent.

Statement from Trustees: (Bridget Spann)

The library director is making a statement on reopening in the next email blast, and the trustees will coordinate a statement for some time in the future, acknowledging our roll in representing the public to the library.

Staff Appreciation from Trustees: (Bridget Spann)

The usual staff appreciation event is impossible given distancing requirements. The trustees move to give a \$20 gift card to each staff member of the library, to the Spring Street establishment of their choice. This will simultaneously acknowledge their hard work and support local businesses. Micah will draft the letter, collect requests, and distribute the gifts. Pat motioned, with Karen seconding, approving this plan. All voted in favor via a roll call vote, except Deb who was absent.

Pat moved to adjourn the meeting. Charles seconded. All voted in favor via roll call vote, except Deb who was absent. The meeting was adjourned at 7:15pm.

The next meeting is scheduled for Wednesday, July 8th, 2020, at 5:30pm, hopefully in person at the library though possibly remotely.