

**David and Joyce Milne Public Library
Board of Trustees Meeting Minutes
March 11, 2020**

Present: Pat McLeod, Bridget Spann, Charles Bonenti, Peter Mehlin, Deb DiMassimo, Karen Kowitz, and Pat Wilk

Also: Judy Ensign, (Friends' liaison to the Trustees), Ginny Sheldon (current Friends' president), and Michael Sussman (past Friends' treasurer).

Absent, but participating via cell phone because of illness: Micah Manary.

The meeting was called to order by Bridget at 5:31 p.m.

1. Approval of minutes from April meeting. (Micah Manary)

Peter moved to approve, Deb seconded. Everyone else voted in favor.

2. Treasurer's report: (Peter Mehlin)

Annual Fund account balance Feb. 28, 2020.....	\$ 73,018.04
Interest Feb 1- 28, 2020.....	\$137.78

Carpenter Fund account balance Feb. 28, 2020.....	\$10,338.05
Interest Feb 1- 28, 2020.....	19.56

Botsford Fund account balance Feb. 28, 2020.....	\$73,064.81
Interest Feb 1- 28, 2020.....	138.27

Sara Tenney Osborne Fund balance Feb. 28, 2020.....	\$24,629.35
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Activity since March 1, 2020:

3/5 20: Debit \$75.00 (Jeffrey Agostini for display); deposit \$50. 00

3. Director's Monthly report: (Pat McLeod) Pat missed most of two weeks in February because of an illness. She prepared an agenda for the February Trustees meeting, and Assistant Director Roz Broch attended in her place. During the March 3 meeting, staff members addressed library procedures and concerns related to the Coronavirus. She and Roz both attended the Legislative Breakfast at the newly-renovated Monterey Public Library last month. A new fire optic phone system will be installed March 10th. The Fire Marshall, during his last inspection of the

building for the renovation area, said we could not use door stops to prop open door to the back vestibule or the Friends's work area. Lee Audio submitted a proposal for \$1,238 to put in magnetic locks that would automatically close those doors if a fire alarm went off. Pat now needs to find a way to pay for that. Roz has been working on a survey to get staff member feedback on renovations to the back lobby. There were five well-attended adult programs this month, paid for by the Friends. Pat expressed her gratitude to the Friends for sending both she and Kristen to the Public Library Association Conference in Nashville TN recently. She said the programs, workshops, and vendor exhibits were very rewarding.

4. Friends report: (Pat W. and Judy Ensign)

Judy read a statement summarizing current projects and future plans of the Friends, including the following:

Under consideration: using the front portion of the Friends Space as an ongoing sales area for select overstock books priced to sell before being "triaged out." These low-cost books (and those in the Kids Room) would be available for browsing when Donation Center volunteers are present during normal sorting times. Other details would need to be worked out over the coming months in collaboration with Chapter Two's management team to avoid conflicting with the primary goal of stocking the store.

Randy Banks, long-time book sale customer from the Bennington area and an online seller (Vermont Books), began consulting with us in February and is scanning/assessing our non-store books and CTB returns, helping triage them for redistribution. He is also helping us explore future online selling options.

Pat W. added some other pieces of information from the recent Friends Board meeting. The Friends have agreed to commit about \$50,000 to the new library renovation. Membership reported 239 households. The Friends' Board would like more people to join, even if it's only a \$5 membership. Some volunteers who are giving lots of time aren't members, and some people who have given lots of books aren't members. There was a good deal of discussion about the risks of COVID19 contamination at Chapter Two Books. Final decisions about suspending donation or closing the store have not yet been made.

5. Buildings and Grounds Committee Report: (Charles) Charles shared a written report to the Trustees on the progress of the Buildings and Grounds Committee, including the following:

Roz Broch organized a staff survey on the proposed space-use plan that is available for inspection. In it, arguments were made for keeping the media collection where it is for the convenience of older patrons rather than moving it back to the periodicals space. Some also argued against moving computers opposite the reference desk because of the disruptive noise that users would create. Priority was given the Community Room because of its strategic location and because a donor had already given \$30,000 toward its renovation. It was discovered that sub-flooring under the tiles has badly deteriorated and will need to be replaced before carpeting can be laid. Esti-

mates received so far range from \$6,980 to \$6,304 to replace the subfloor and \$10,900 to \$11,874 for carpeting. Two more estimates are expected. Pat will ask the town to cover the sub-floor cost. The next meeting of the Buildings and Grounds committee is scheduled for 5:30 p.m. on March 26.

5. Old Business:

1. Review of Trustee by-laws (Bridget) .We discussed changes to the Trustee Bylaws but did not take a vote. By-Laws state that the Board will execute a written employment contract with the Library Director, but the director doesn't remember that this happened in the past. Discussed need to further investigate this matter. We suggested changed wording to the order of business at regular monthly meetings that would have the Library Director report quarterly to the Trustees on the library's current financial status. We need to design a template for a "Letter of Intent" that would accompany all larger donations to the library. We would also like to develop a policy on when and why the library is closed.
2. Bee Friendly Williamstown Proposal (Bridget). The plot of land that was being considered for the pollinator-friendly garden near the exit to the parking lot was in fact only partly owned by the library, and partly privately owned. This makes the project too difficult to pursue. Bridget read the Trustees a letter from Laura Bentz describing Bee Friendly Williamstown's intent going forward and sharing resources for us to investigate successful pollinator-garden and library connections.
3. Status of the annual appeal 2020, approval of draft of letter. (Bridget, Charles). We voted to approve the letter, trusting Charles with authority to make minor editing corrections and final graphic design changes.

6. New Business:

1. Service animal policy. We agreed to table this until the next meeting.
2. Staff volunteer/Appreciation party. We decided that, in the time of Coronavirus fears, these plans should wait until a time when we can all enjoy being together, perhaps in the fall.
3. Town policy on employee educational reimbursement. Bridget shared that our new Assistant Director Roz Broch, has been pursuing a masters degree in library science and plans to finish her degree this December. Roz asked the Town Manager Jason Hoch about utilizing the employee educational reimbursement program in order to help pay for her studies, but he indicated that this policy didn't pertain to library employees, because they are different from other town employees. Trustees expressed concern about library employees being considered in a different category than town employees, and therefore not able to access the same benefits, even though they are paid by the Town of Williamstown. Trustees requested that Bridget request that the Town Manager seek an opinion from town counsel on this matter.

7. Adjourn: Peter moved to adjourn at 6:55, Deb seconded. All were in favor.

Next meeting: Wednesday, April 8, 2020, at 5:30 p.m.

Documents distributed at this meeting:

Agenda for March 11, 2020 meeting

Minutes for February meeting

Treasurer's Report

Director's Monthly Report

DRAFT, service animal policy, January 2020

DRAFT, Annual appeal letter.

Respectfully submitted,

April 5, 2020

Patricia Wilk, acting secretary