

Board of Trustees Meeting Minutes
September 9th, 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: Ginny Sheldon (representing the Friends)

The meeting was called to order by Bridget at 5:33pm.

Approval of Minutes from August Meeting: (Micah Manary)

The minutes for the regular August meeting were presented. Peter moved to approve these minutes, Deb 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 August. We note that the renovation funding report should be addressed in that later part of this meeting. There were no other concerns.

Trustees Annual Fund, balance August 31, 2020	\$33,418.18
Interest August 1 – August 31, 2020	\$36.76
Carpenter Fund, balance August 31, 2020.....	\$10,410.88
Interest August 1 – August 31, 2020	\$10.98
Botsford Fund, balance August 31, 2020.....	\$73,579.50
Interest August 1 – August 31, 2020	\$77.59
Sara Tenney Osborne Fund, balance August 31, 2020.....	\$24,629.35

August 8, 2020: Debit of \$75.00 (Jeffrey Agostini stipend for display)

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

Director's Monthly Report: (Pat McLeod)

The library expects to begin Saturday curbside hours, as early as the end of this month. Staff are investigating vestibule service. Before any full building reopening, significant changes and updates are needed to the HVAC system in order to provide proper ventilation, as per health guidelines. Marta's job is expanding, she is moving to full time, and will get a new job title. The use of donated funds was discussed, and it was acknowledged that the Board trusts Pat McLeod

to administer these funds appropriately, and going forward the director's monthly report will include a list of all such donations, simply for reference.

Friends Report: (Ginny Sheldon)

Chapter Two Books is open three days a week and sales are strong. Donations by appointment is working and some new volunteers have come on board. An online selling project is being considered, which should allow sales of books that otherwise can't be sold or accommodated at the store. Both the Friends board and the Chapter Two management team will have meetings next week.

Building and Grounds Committee: (Charles Bonenti)

An artist (Doug Paisley, from Williams) has been commissioned for the large wall mural. The connector carpeting is collecting a lot of dirt, so new tiling is being evaluated. Final bills for this part of renovation are coming in. A meeting of the committee is being planned shortly.

Renovation Expenditures:

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, \$23,133.07 expended to date

Totals: \$80,000 contributed, \$32,430.13 expended to date

CoVID-19 Reopening Updates: (Pat McLeod)

In addition to the previous HVAC and vestibule service discussed in the director's report, the trustees note that there is no particular urgency in reopening the building, now that the current system has been working well and well received.

Annual Appeal: (Charles Bonenti)

A new draft was circulated, and many trustees expressed changes they wished to see. More changes were suggested and a new draft will be circulated in the next couple days.

Unaccompanied Child Policy: (Micah Manary)

This updated policy has been carried over from the previous meeting. No more changes were suggested. Charles moved to adopt this policy, Deb seconded, and all voted in favor via a roll call vote.

Service Animal Policy: (Pat McLeod)

This updated policy has been carried over from the previous meeting. No more changes were suggested. Pat moved to adopt this policy, Karen seconded, and all voted in favor via a roll call vote.

Computer and Internet Policy: (Micah Manary)

Micah presented the updated policy, after consultation with relevant library staff. We will vote on the policy at our next meeting, per bylaws. Minor copyediting changes were suggested.

Updating the Master Plan: (Bridget Spann)

The master plan is to be updated this year, though it will be a much smaller update than the 10-year plan proposed in 2016. We acknowledge that we want to wait a little on this update, as the scope of the library and future in general are still quite in flux.

Peter moved to adjourn the meeting. Deb seconded. All voted in favor via roll call vote. The meeting was adjourned at 7:00pm.

The next meeting is scheduled for Wednesday, October 14th, 2020, at 5:30pm.