

**David and Joyce Milne Public Library  
Board of Trustees Meeting Minutes  
January 8, 2020**

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

Also: Michael Sussman and Ginny Sheldon, representing the Friends.

Absent: Charles Bonenti and Micah Manary.

The meeting was called to order by Bridget at 5:30 p.m.

**1. Approval of minutes from April meeting.**

Peter moved to approve, Karen seconded. Deb abstained because she was absent from that meeting. Everyone else voted in favor.

**2. Treasurer's report: (Peter Mehlin)**

Peter reported that the Trustees are starting to get online donations, which are handled by the town in the same way as the donation checks we give them. Peter recommended that we again join the Williamstown Chamber of Commerce, with a membership fee of \$125.00 (the price for non-profit organizations). Deb moved that we join. Pat W. seconded. All voted in favor.

Peter moved that we contribute \$50 towards the cost of the annual Legislative Breakfast. Deb seconded. All voted in favor.

Peter submitted the 2019 Annual Treasurer's Report, and the December Monthly Treasurer's Report, below:

ANNUAL REPORT:

Annual Fund account balance Jan. 1, 2019.....	\$64,956.36
Interest Jan. 1-Dec. 30, 2019.....	1,738.32
Trustees Annual Fund account balance Dec. 30, 2019.....	73,169.08
Carpenter Fund account balance Jan. 1, 2019.....	\$10,145.16
Interest Jan. 1-Dec. 30, 2019.....	183.03
Carpenter Fund account balance Dec. 30, 2019.....	10,296.87
Botsford Fund account balance Jan. 1, 2019.....	\$71,032.42
Interest Jan 1-Dec. 30, 2019.....	1,741.32
Botsford Fund account balance Dec. 30, 2019.....	72,773.76
Sara Tenney Osborne Fund:.....	\$24,629.35

Major expenses:

Custodial wages (25% town, 75% library):	\$21,746.61
Jeffrey Agostini, stipend for displays:	\$900.00
Staff bonuses:	1,342.00
Print shop (printing, mailing):	1,976.51
Debra DiMassimo (thank you party)	585.36
Mary Ferger (thank you party)	239.78
Friends of the Library donation	60.00
Chamber of Commerce membership	125.00
national Library relocation (moving books)	1,360.00
Colbert Communications (telephone repair)	988.77
Ashley Swift (boiler repair)	574.44
Y Lighting (light fixture)	2054.45

TREASURER'S REPORT, Nov. 30-Dec 31, 2019

Annual Fund account balance.....	\$73, 169.08
Interest Nov. 30-Dec 31, 2019.....	\$158.28
Carpenter Fund account balance.....	\$10,296.87
Interest Nov. 30-Dec 31, 2019.....	\$22.27
Botsford Fund account balance.....	\$72,773.76
Interest Nov. 30-Dec 31, 2019.....	\$157.37
Sara Tenney Osborne Fund:.....	\$24,629.35

Deposits: On 1/2/20 \$75.00 (Jeffrey Agostoini, for display), \$650. On 1/7/20, \$2,075.

**3. Director's Monthly report:** (Pat McLeod) The renovation is finally done! The start-to-finished process ended up taking year and a month, and was completed just before Christmas. The electrical subcontractor finally completed work in the circulation area. They added four tracks of lighting and installed the chandelier in the lobby. We now have adequate and attractive lighting. Installation took a day and a half. The final cost of the project ended up being about \$1000 more than we had budgeted for—Pat will give us exact numbers at the next meeting. They upgraded computers in the administration office. The public women's room was painted and faucets are being replaced. The funding proposal for the library, renovation overage, and the next phase for the building renovations was approved by the Friends. And 85 people attended library activities last month.

**4. Friends report:** Pat W., Ginny, and Michael all added pieces of information about the actions taken at the last Friends' meeting of 2019, in which the budget was approved, new board members were welcomed, and retiring ones thanked. We noted the impressive success of Chapter Two Books, the difference that Friends' funding has already made on the library and the importance of careful planning as we go forward together with new goals. Ginny told us about the used Book Overstock Sale to be held at the library on Friday, January 24th, from 10 a.m. until 4:30 p.m. and on Saturday, January 25, from 10 a.m. until 3 p.m. They still are looking for volunteers to help with the sale. There will be no donations January 21-25. Ginny promised "a new, improved, streamlined version of the sale" and said probably every book will be priced at \$1. She is looking for people to man the register, and to clean up after the sale. Some Williams College students have volunteered to help the day before the sale, and the first day. She also reported that Chapter Two Books had a very successful holiday season.

## **5. Old Business:**

A. Report on status of circulation area renovation. This was covered in the Director's report; at last this project is complete.

B. Status of Annual Appeal (Bridget and Karen). Peter deposited almost \$5,000 in donations last month. We reviewed the timeline for the 2020 Annual Appeal—which we sent out in March of last year. We agreed that next month, we should look at a draft of the appeal. Karen said that based on feedback she has received from donors, she feels that a thank you card is not needed. Instead, we should consider a more formal thank you letter, on Milne Library letterhead, which would be more useful for tax purposes, and would convey a more business-like impression. We agreed that we should again mail our appeal letter in March, and that we would discuss the process at next month's meeting.

C. Buildings and Grounds Committee Update (PatMcLeod) The committee is meeting tomorrow, and there will be more information after that meeting. Three staff members will be a part of the committee. The first decision will be approving a "program of service"—a library term that represents information about what each department needs in terms of collection size, and use. It's space planning for function, based on data from each department.

## **6. New Business:**

A. Budget update (Pat McLeod) Pat reviewed a draft of the 2021 budget. We discussed several specific items. Included in the new budget is a \$3,210.61 raise for Roz Brock, who has done an outstanding job. Everyone will be receiving a two percent cost of living increase. In general, Pat said, the library is putting more money into software and streaming services than physical content—which reflects current trends and patron preferences. We will see this draft again at our February meeting for a more precise review before it goes to the Finance Committee for approval.

- B. Review of Trustee bylaws. Since two members on the board were absent for this meeting, we agreed to table this until February.
- C. Service animal Policy (Pat McLeod) Pat reported that many patrons are expecting to bring dogs into the library. She handed out a three-page draft of a service animal policy, incorporating wording from the Massachusetts service animal law. Key idea here is that Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. We agreed that it would be helpful to have a concise and direct statement of the library's policy at the beginning of the document, and Pat agreed to work on that. We will vote on a revised version the policy at the February meeting.
- D. Trustee Liaison to the Friends position. Pat Wilk volunteered to serve as the Trustee liaison to the Friends, and was unanimously elected to this position. Peter volunteered to serve as back-up if necessary.

**7. Adjourn:** Peter moved to adjourn at 6:30, Deb seconded. All were in favor.

**Next meeting:** Wednesday, February 12, 2020, at 5:30 p.m.

Documents distributed at this meeting:

- Agenda for January 8, 2020 meeting
- Minutes for Dec. 11, 2019 meeting
- Treasurer's Annual Report
- Director's Monthly Report
- DRAFT, service animal policy, January 2020
- DRAFT, 2021 library budget
- Book Sale fliers and posters, January 24 and 25 overstock sale

Respectfully submitted,  
January 14, 2020  
Patricia Wilk, acting secretary