

Board of Trustees Meeting Minutes DRAFT
December 14, 2022
5:30pm
David and Joyce Milne Public Library

Trustees Present: Bridget Spann (chair), Charles Bonenti, Pat Wilk (secretary), Timothy Cherubini (vice-chair)[via Zoom], Micah Manary (treasurer)Tamanika Steward [via Zoom], Robin Lenz

Staff Present: Pat McLeod (library director) [via Zoom]

Others Present: Elizabeth Whitney (Friends' liaison)

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

Approval of minutes from November 9: (Pat W.)

Charles moved to approve, Timothy seconded. All voted in favor, except Pat W., who abstained.

December 2022 Meeting Treasurer's Report: (Micah Manary)

Other than custodian expenses, we paid for the approved celebrations and the mailing.

Trustees Annual Fund, balance November 30, 2022	\$46,641.92
November 10, 2022 Withdrawal	(Deposit in Error) -\$60.00
November 29, 2022 Withdrawal	(Expenses) -\$3,308.59
November 29, 2022 Deposit	(Donations) +\$10,273.00
November 30, 2022 Deposit	(Interest) +\$23.02

Carpenter Fund

Established in memory of Elsie Carpenter to generate income to purchase books and other learning materials for children and young adults, the annual purchase of which will occur as near to May 15 as practicable.

Balance November 30, 2022	\$10,376.19
November 30, 2022 Deposit	(Interest) +\$5.95

Botsford Fund

Created from the sale of the Botsford House to be used for projects at the town library. After using some principal for a repair, some of which was repaid by the town and some of which was cancelled as forgiven, it was formally split from the House of Local History.

Balance November 30, 2022	\$74,859.67
November 30, 2022 Deposit	(Interest) +\$42.91

Sara Tenney Osborne Fund

Endowment for Milne Public Library, to be used “for any purpose”, decided annually by the board. We receive the interest from this endowment once yearly.

Balance November 30, 2022 \$24,629.35

Sarah McFarland Fund

Bequest from the McFarland Estate, with no restrictions.

Balance November 30, 2022 \$300,000.00

150th Anniversary Celebration Fund

Checking account for working purchases for the 2024 150th anniversary celebration.

Balance November 30, 2022 \$275.00

Pat W. voted to approve, Timothy seconded, all were in favor, except Micah, who abstained.

Director’s Report: (Pat McLeod)

Library staff attended a sign language program about emergency signing for the hearing impaired. at the December 9th staff meeting. Pat McCloud attended a presentation at Town Hall by the Williams College students who are working on “Roadmap for Clean Energy for Municipal Buildings” with the Cool committee. Our library brochure is now in Spanish, both in its paper form and online. We are ordering both children’s and adult books in several other languages besides English, tanks to support from The Friends. An anonymous donor gifted us with a pass to Historic Deerfield.

We applied for an LTSA grant through the Board of Library Commissioners (Pat sent her Letter of Intent to all trustees) which would enable us to create an outdoor garden for educational and programming purposes, and to expand our options for patron engagement. We met with Bee Friendly Williamstown and the Williamstown Garden Club to refine some of the projects that might be possible if we received this \$20,000 grant.

The flat membrane roof of the Children’s Room has been leaking. It is more than 112 years old. Wooliver Roofing inspected the roofs—two need patching, and one (the roof above the restrooms) needs to be replaced. The air-conditioning unit on that roof should be relocated.

Pat is working on the 2024 budget, and she met with the newly-formed Finance Advisory Committee to walk them through that process and answer questions.

Friends’ Report: (Elizabeth Whitney)

The Friends have just concluded their annual meeting, held an hour before this trustees meeting. President Pam Art, in her annual report, said the year looked normal, with few COIVD-related closings. She praised the more than 50 volunteers who keep the store and distribution center running. The store has had fabulous displays and strong sales. The Friends are beginning to

invest and grow their financial reserves. The membership mailing has been sent out, along with a new brochure. The Friends have a new logo and typography, and an updated and redesigned website. At their holiday celebration, following the meeting, they even had individually wrapped sugar cookies with their new logo printed on the frosting! E-bay sales are successful. The Friends have spent a lot of time this year on long-term planning. A summary of notes from the board's strategic planning session was handed out at the meeting, listing accomplishments as well as areas of concern and focus. The Friends are interested in advocacy in the future, and in supporting the goals of the Strategic Plan.

Building and Grounds Committee update: (Charles Bonenti)

Charles sent to all trustees a draft of the minutes of the Milne Library's B&G Committee's November 17th meeting. Ryan Gariboldi and Gary Corey, of Centerline Architects, were present. They presented the revised facilities condition assessment proposal. Charles asked them to describe how the assessment would be done, the time frame, the consultants involved, and the fee timetable. They said that while the original proposal was long-range, the revised proposal is five years, with an emphasis on repairs, maintenance, and green energy goals. Less pressing issues like rotting windowsills will be next, and then long-term topics, such as basement use.

While the original proposal focused on prioritizing repairs, the revised program allows for consultant estimates as well. Centerline will retain John Novelli of Shaftsbury, Vt. as structural engineer, Hesnor Engineering of Albany for mechanical engineering, and Guntlow & Associates of Williamstown for site work. They will also be interviewing stakeholders like library staff. The study will begin immediately upon trustee approval, and will take approximately three months. The \$29,755 fee will be billed monthly. Pat McLeod and members of the committee asked questions. The committee voted unanimously to recommend that the trustees accept the revised Centerline proposal.

Old business:

- a. **Centerline Building Assessment:** The trustees discussed the financial risk of funding this proposal without knowing what the town would be willing to contribute, and whether the Friends will decide to make a contribution. If we wait, we will delay the start of the assessment. Bridget moved that the trustees approve paying for the building assessment with the expectation that the town will contribute to its cost, and the hope that the Friends will contribute as well. Micah seconded. All voted in favor.
- b. **New Buildings and Grounds Committee member:** Charles reported that the committee is currently short one member. He asked the leadership of the Garden Club if any of their members wanted to help us, given that several of our long-range grounds involve better use and development of the library grounds. Tom Parker, who lives in Williamstown, said he would like to join. He is a former admissions and financial aid officer at Amherst and at Williams College. He and his wife Karen are avid gardeners who live in town. Bridget moved that Tom Parker be added to the B&G committee as a community member; Micah seconded, and all voted in favor.

- c. **Staff appreciation gesture** (Bridget/Tamanika): This event, which was November 18th, was a great success. Staff members expressed their thanks. We acknowledged the creativity and time spent by Bridget and Tamanika in planning this special day.
- d. **Annual appeal update** (Timothy) Total dollars recorded as of December 9th: \$18,903
- Total donors (individuals/families): 164
 - First time donors: 20
 - Breakdown by donor level:
 - Newbery (\$50 - \$99): 90
 - Caldecott (\$100 - \$249): 58
 - National Book Award: (\$250 - \$499): 7
 - Pulitzer (\$500 - \$999): 6
 - Nobel (\$1,000+): 3
- e. **Collection development policy & reconsideration of Library materials and services form:** Micah sent out this form to all trustees. We would be adding a form that people would fill out to request reconsideration of library materials. The director would be able to make a decision after receiving the form. We asked Pat McLeod questions about why people would want to fill out this form, and how they even become aware that it exists. Pat M. explained that this is a form for patrons who object to materials that we have in the library. This might involve people who object to pictures of naked people in books in the children's room, or that object to content involving sexual orientation, or to a particular title that they feel is controversial. Tamanika wanted the form to contain a question asking patrons what their reason was for wanting the item removed or replaced. Pat M. said she could refer to ALA policy, as well as the Library Bill of rights, and would write a response. She could refer a case to the trustees for discussion if necessary. Fortunately, she said, we have not yet had a book challenged in our library. However, this form is something that we really need. Micah proposed that we approve the form, starting today, with the understanding that he and Tamanika brainstorm ways to get more information through the form, and get updated policy language to us by the next meeting so that we can approve a revision. Tamanika seconded, and all voted in favor.
- f. **Out of state fees.** This is official CWMARS policy. We will vote to approve it in January.
- g. **Patron Behavior.** Town legal counsel looked at our Patron Behavior policy and gave us a lot of feedback, a long list of edits. Some major changes: we should clearly discriminate between private and public areas. They want us to take out most of our language about offensive behavioral. The reason we gave it to town counsel was that we didn't feel comfortable ourselves about how certain parts complied with the law. We will read their suggestions and consider the changes at our next meeting.
- h. **Trustee Finance Advisory Committee.** (Timothy) This group met a week ago, and Pat explained the town budget and how it worked. It was a valuable meeting. At the next meeting, the group will be brainstorming about a lot of questions that keep coming up for us—for example, how we will pay for Centerline Architects, how we will fund the 150th celebration. It is an open meeting. All trustees are welcome to attend.
- i. **DEI committee** (Bridget). The staff is ordering more children's books in other languages. Committee will meet next in February. We are thinking of ways to outreach to the new residents at the Cole Ave apartments. The next DEI report is due in February.

j. Strategic Plan FY24 submitted and letter of intent for LSTA grant. The grant would involve \$20,000 for outdoor gardening and educational projects. This would allow us to work closely with several community organizations that have an interest in gardening, environmental, and agricultural initiatives, and to meet several of the goals in our five-year strategic plan. It would also allow us a hands-on platform for programming.

New Business:

a. Request to serve alcohol at January 4th and January 7th art receptions 1-3:30 p.m. Pat W. moved to grant the request for artist Joseph Tracy, Robin seconded, and all voted in favor.

b. Library staff holiday bonus. For the past 7 or 8 years, we have given each staff member a holiday check representing \$100 after taxes. Bridget had the idea that in light of our upcoming 150th anniversary celebration, it was time to increase the bonus. She moved that we grant library staff a holiday bonus of \$150, Pat W, and all voted in favor.

c. Williamstown Comprehensive plan committee. We want to be sure that each member of this committee has a copy of the Strategic Plan.

8. Adjourn: Bridget moved to adjourn, Micah seconded, and all voted in favor. Bridget adjourned the meeting at 7:07 p.m.

Next meeting: January 11, 2023 at 5:30 p.m.