

Board of Trustees Meeting Minutes
June 14th, 2023
5:30pm
David and Joyce Milne Public Library

Trustees Present: Charles Bonenti, Alexander Carlisle, Katy Evans, Timothy Cherubini (vice-chair), Robin Lenz, Micah Manary (treasurer), Bridget Spann (chair)

Staff Present: Pat McLeod (library director)

Others Present: Elizabeth Whitney (representing the Friends)

The meeting was called to order by Bridget at 5:30pm. Introductions were made by all present, for the benefit of our newly elected trustees. Charles noted that he planned to resign his trusteeship after the July meeting.

Approval of Minutes from May Meeting: (Bridget Spann)

Micah moved to approved the minutes from the May meeting, Charles seconded, and all voted in favor except Alexander and Katy, who abstained.

Treasurer's Report: (Micah Manary)

There was an erroneous transaction from the Botsford fund to pay for expenses that should have been drawn from the annual fund. This has already been remedied by transferring the money back over. In addition, we have large outstanding expenses (building evaluation report, as well as new CO monitors, custodian salary, the transfer to the Botsford fund, and display stipend) totaling \$32,865.44 meaning that we have \$16,479.71 of funds that are available for new expenses. Also of note, the MountainOne donation to the 150th anniversary fund has been received.

Most recent balances:

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| Trustees Annual Fund, Balance May 31, 2023 | \$52,435.24 |
| Carpenter Fund, Balance May 31, 2023 | \$10,429.67 |
| Botsford Fund, Balance May 31, 2023 | \$73,896.56 |
| Sara Tenney Osborne Fund, Balance May 31, 2023 | \$24,629.35 |
| Sarah McFarland Fund, Balance May 31, 2023 | \$300,000.00 |
| 150 th Anniversary Celebration Fund, Balance June 6, 2023 | \$5,575.00 |

Robin moved to approved the treasurer's report, Tim seconded, and all voted in favor except Micah, who abstained.

Director's Report: (Pat McLeod)

The town-wide transition to Microsoft 365 has been difficult. Mango, the library's new language platform, is up and running, and successful. Staff customer service training was well received and more was requested. The summer reading program schedule is out and quite full. Williams has donated frames and vitrines for exhibit displays. Bookpage, a takeaway for patrons of book reviews and articles, is now available. Eight new internet hotspots have been purchased and these

are being used frequently. May's program statistics were exciting, notably including a popular Chinese Papercutting program.

Friends' Report: (Elizabeth Whitney)

The Friends report that Chapter Two continues to be successful, opening six days a week. The distribution center is similarly healthy. The Friends agreed at their last meeting to donate up to \$5,000 for grounds and gardens work, matching a trustee contribution. They hope for an emphasis on outdoor spaces and meeting places. The Friends also discussed the use of a large bequest to begin a pilot program for increased library hours in the evening as well as Sunday hours. As this is a major goal of the strategic plan, they hope this timeline is accelerated and this becomes a priority to implement, while also noting the logistical difficulties. They hope their contribution could be matched in some ratio by the trustees, and this effort (dubbed "Meet at the Library") would allow for both increased access and diversified use.

Centerline Building Assessment: (Charles Bonenti)

The final building assessment has been received. It includes a number of critical issues which must be resolved immediately, with a total cost estimate of \$261,950. There are also a number of longer-term issues which will need resolution, totaling an estimated \$1,732,165. We have not heard from the town definitively about their contribution to this assessment.

Budget Update: (Pat McLeod)

Pat updated the trustees on this year's budget. There is money left in a few items, notably some salary items and in library materials for purchasing. These must be spent before the fiscal year is out.

Strategic Plan Update: (Charles Bonenti)

We have an organized grasp on our strategic plan, and progress on many items is being made. There will be a written report next meeting. Charles attended a staff meeting, noting the excitement surrounding the "Library of Things" and the hesitancy around the logistics of increased opening hours.

Williamstown Garden Club Collaboration: (Bridget Spann)

Currently the grounds are maintained in a patchwork collaboration between the library maintenance staff member and the Williamstown Garden Club. We are proposing they take over a larger share of that work, particularly in landscaping duties. We originally had a quote for \$13,000 for work from Mountain Home, and are hoping that much of this work can be done through them or directly by the garden club. \$10,000 of funding has been secured (half from the trustees, half from the Friends). At their meeting this month they will vote on how to move forward with us.

Meeting Room Policy: (Micah Manary)

Charles moved to accept the policy as written, Tim seconded, and all voted in favor.

Display and Exhibit Policy: (Micah Manary)

Tim moved to accept the policy as written, Charles seconded, and all voted in favor.

Policy Review Plan: (Micah Manary)

The policy review plan is almost finished, meaning that we can begin to restart on the first reviewed ones. Micah also plans this month to work on a new programming policy. We also will look into what a Land Acknowledgement policy might mean and how that could be implemented.

Overview of Milne Library Funding Sources: (Timothy Cherubini)

Tim presented a document from the finance committee outlining the various funding sources that the library utilizes.

Election of Officers: (Bridget Spann)

After brief discussion, Robin moved for the following slate of officers, with Charles seconding.

Chair: Micah Manary

Vice-Chair: Bridget Spann

Treasurer: Tim Cherubini

Secretary: Katy Evans

All voted in favor of this slate of officers.

Other Trustee Roles: (Bridget Spann)

Bridget described the various other roles that trustees would need to fill. We agreed that we would continue to rotate our attendance of the Friends' meetings. Alex will chair the building and grounds committee with Robin as secretary. Katy will be the lead trustee on the DEI committee with Micah as a second. Bridget will be the trustee liaison to the 150th anniversary celebration committee, though all trustees should volunteer as they are able. Micah will continue policy review. Our work in support of the strategic plan will be discussed at the July meeting. Robin and Alex will both attend Town Charter meetings and stay up to date with those developments.

Fourth of July Parade: (Bridget Spann)

Charles and Robin will help organize our participation in this year's parade.

Other Business:

Pat McLeod announced her intent to retire in the next year. We thank her for her long, wonderful service.

Micah moved to adjourn the meeting. Charles seconded. All voted in favor. The meeting was adjourned at 7:30pm.

The next meeting is scheduled for Wednesday, July 12th, 2023, at 5:30pm.