

Board of Trustees Meeting Minutes
July 14th, 2021
5:30pm
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: Pam Art and Michael Sussman (representing the Friends)

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

Approval of Minutes from June Meeting: (Pat Wilk)

The minutes for the regular June meeting were presented. Deb moved to approve these minutes, Karen seconded, and all voted in favor, except Micah and Pat who abstained.

Treasurer's Report: (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions for June. There were minor questions about the interest rate and calculation which Peter will look into. Micah moved to approve this report, Charles seconded, and all voted in favor except Peter who abstained.

Trustees Annual Fund, balance June 30, 2021	\$39,153.35
Interest May 29 – June 30, 2021	\$27.02
Carpenter Fund, balance June 30, 2021	\$10,286.34
Interest May 29 – June 30, 2021	\$7.08
Botsford Fund, balance June 30, 2021	\$74,211.48
Interest May 29 – June 30, 2021	\$51.02
Sara Tenney Osborne Fund, balance June 30, 2021	\$24,629.35

Activity since June 1, 2021:

Deposits:

July 6, 2021: \$200.00 (donation)

Debits:

June 14, 2021: \$75.00 (Jeffrey Agostini stipend for display)

July 6, 2021: \$75.00 (Jeffrey Agostini stipend for display)

July 6, 2021: \$130.00 (Wild Oats staff thank you lunch)

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

Director's Report: (Pat McLeod)

It has been one month since the full in-person reopening. The library is incredibly busy. We have added 8 additional opening hours (opening at 10am instead of noon), and are incrementally but quickly implementing the rest of reopening (Fridays, more on Saturday, and then staying open later). The current demand requires two staff members on the circulation desk, which puts a strain on scheduling. All metrics are up, including 250 new card holders in the last year.

Friends' Report: (Pam Art)

The Friends met in June, and will meet again in August. They have planned a mini retreat so that the Friends as an organization can have a strategic vision and a focus on longer term planning, rather than year-to-year support. Chapter Two is going very strong and is well organized, and is now open Sundays (and will be so at least through the summer).

Building and Grounds Committee Report: (Charles Bonenti)

The new computer room is ready, which allows for the full implementation of the changes for the teen room. Earthlight performed an electrical audit of the lights, and the results should come back soon, hopefully resulting in possible replacements which save money and lower the energy footprint of the library.

COVID Reopening Updates: (Pat McLeod)

In addition to the opening notes in the director's report, we note that the fogging machine that we acquired through the CARES act is fundamentally impractical.

Annual Director Evaluation: (Bridget Spann)

Bridget, Micah, and Deb met and will be conducting the interviews for the annual director evaluation, with a goal of collating the notes and presenting a final summary and recommendations to the trustees as a whole in September.

Plan for Updating Master Plan: (Charles Bonenti, Bridget Spann)

In order to update the master plan, a committee of 7-9 is desired, composed of approximately two trustees, two staff (Pat and Kirsten), and one Friends member, as well as other members of the community. Peter and Pat Wilk volunteered to contribute as their schedules allow, along with Charles, to form the trustee component. We are seeking other community members for membership, with an emphasis on increasing the demographic diversity to represent our entire community.

Circulation Policy: (Micah Manary)

Micah presented the draft of the circulation policy. The trustees acknowledge the value of going fine free. Pat Wilk motioned that the trustees support the director's plan to go fine free immediately for both adults and children for Milne Library materials, Deb seconded, and all voted in favor. The trustees also looked at the draft policy, agreeing with keeping late fines for museum passes and raising their maximum fine to meet the replacement cost. The trustees also acknowledge that the distinction between Milne Library materials, which are fine free, and Inter-Library Loans (ILLs), which remain under the policies of their respective libraries, may be confusing to patrons. We will strive to clarify this in public announcements and postings, and implement a reminder in all ILL materials for the near future.

Annual Appeal Planning: (Karen Kowitz)

Karen will be updating the mailing list, getting a list of all card holders, and also just new card holders, from Pat McLeod. Charles will draft the annual appeal letter, consult with Deb, and then with Bridget and other non-trustees to present a final version of the appeal letter in August.

Peter moved to adjourn the meeting. Charles seconded. All voted in favor. The meeting was adjourned at 6:54pm.

The next meeting is scheduled for Wednesday, August 11th, 2021, at 5:30pm.