

Board of Trustees Meeting Minutes
January 8th, 2022
5:30pm
Remote Meeting via Zoom for the
David and Joyce Milne Public Library

Trustees Present: Charles Bonenti (vice-chair), Timothy Cherubini, Debra DiMassimo, Karen Kowitz, Micah Manary (secretary), Bridget Spann (chair), Pat Wilk (Friends liaison)

Trustees Absent: None

Staff Present: Pat McLeod (library director)

Others Present: Elizabeth Whitney (representing the Friends)

The meeting was called to order by Bridget at 5:32pm.

Approval of Minutes from December Meeting: (Micah Manary)

The minutes for the regular December meeting were presented. Charles moved to approve these minutes, Karen seconded, and all voted in favor via a roll call vote, except Micah, Debra, and Timothy, who abstained.

Treasurer's Report: (Micah Manary)

Trustees Annual Fund, balance December 31, 2021	\$47,290.61
December 6, 2021 Deposit	(Donations) \$3,635.00
December 17, 2021 Withdrawal	(Expenses) \$1,310.70
December 17, 2021 Withdrawal	(Bonuses) \$1,338.22
December 31, 2021 Deposit	(Interest) \$24.42
Carpenter Fund, balance December 31, 2021	\$10,317.41
December 31, 2021 Deposit	(Interest) \$5.24
Botsford Fund, balance December 31, 2021	\$74,435.61
December 31, 2021 Deposit	(Interest) \$37.81
Sara Tenney Osborne Fund, balance December 31, 2021	\$24,629.35

Pat McLeod gave us a brief description of each fund and its history and uses.

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

Director's Report: (Pat McLeod)

At last week's staff meeting it has become apparent that serious changes to protocols are necessary in the current COVID situation. All in-house meetings and programs have been cancelled with the exception of ESOL classes, which are not possible remotely. The library is

discouraging congregating, and has a variety of signs to encourage social distancing and limiting browsing time. New enhanced masking procedures are also being enforced. The library had to close briefly last week due to cold temperatures, and that problem is not fully resolved. The library needs to make sure it is able to meet staff needs and OSHA requirements surrounding the building's temperature and environment. We are still not able to get our boilers fully operational due to a lack of parts. There is the virtual Berkshire Library Legislative Breakfast on January 28th at 8:00am which trustees are heavily encouraged to attend.

Friends' Report: (Elizabeth Whitney)

The Friends thank the library staff for helping with recycling. The Friends board has multiple new members. There is still one more open spot that needs to be filled. Pam Art is now the board president, Elizabeth Whitney is the vice-president, Sue Cassidy is the secretary, and Jen Bayliss remains treasurer. The Friends will be having remote meetings due to COVID for the foreseeable future. Chapter Two Books is limiting hours due to public and volunteer health concerns.

Building and Grounds Committee Report: (Charles Bonenti)

There are no major updates, and there is not much new activity. The audio-visual assessment has not happened yet. We will need to update the new committee members on the recent activity of the committee. We recognize the need to expedite the purchasing of the furnishings for the new Information Services area as the process has become drawn out.

Strategic Plan Committee Report: (Charles Bonenti)

The strategic plan committee is quite active and dynamic. The development of the community survey has been quite exciting, with editing both of specific questions and giving participants more background context to the questions. That will lead to the actual administration of the survey and then the evolution of the strategic plan. The survey has evolved to gather information more succinctly and in a more actionable framework.

Annual Appeal Update: (Karen Kowitz)

We have currently raised approximately \$25,000 in this year's annual appeal. More checks are coming in, especially larger checks. The trustees need to remember to volunteer to call and thank the large donors.

Library Trustee Board Changes:

We welcome Timothy Cherubini as a new trustee serving the remainder of Peter Mehlin's term.

We propose that Pat Wilk take on the position of secretary and Micah Manary take on the position of treasurer. Micah motioned to approve this change, Karen second, and all voted in favor via a roll call vote.

The trustees discussed making the position of liaison to the Friends a rotating position, so that more trustees can collaborate with the Friends. Currently this position is a quite passive role. We also recognize the need for continuity in the liaison's understanding of the Friends role and activity. We will revisit this at a later meeting.

Chamber of Commerce Membership:

We have been a member of the chamber of commerce in past years and our renewal is due. The membership fee is \$125. Micah moved to approve this expenditure, Deb seconded, and all voted in favor via a roll call vote.

Legislative Breakfast: (Pat McLeod)

Pat McLeod has been the treasurer of the legislative breakfast for two decades, and this year there are innovative adaptations given that the breakfast is remote. The trustees have traditionally supported this event with a donation. Charles moved to approve a \$75 contribution to this event, an amount more in line with other library's contributions. Deb seconded this and all voted in favor via a roll call vote.

DEI Report and DIRE Committee: (Bridget Spann)

Our quarterly DEI report is due to the DIRE committee. We have discussed inviting a DIRE committee member to our meetings, and in our conversations, they have also invited trustees to their meeting. Bridget and Micah will attend the next DIRE meeting. Bridget will prepare our report for the next meeting and trustees should update Bridget with any relevant activities. We should seek out possible trainings and learning activities and potential support for that education.

Other Expenditures:

We need an arborist to prune certain ornamental trees on library property. We have one estimate of \$900 for this service. Pat moved to approve this expenditure, Deb seconded, and all voted in favor via a roll call vote.

The structural report that we requested has been completed, is quite extensive and helpful, and will cost \$715. We propose that the trustees pay half of this expense and that we ask the Friends to cover the other half. Karen moved to approve this expenditure of \$357.50, Deb seconded, and all voted in favor via a roll call vote.

Donation Policy: (Micah Manary)

Micah presented a draft of the new donation policy. The goals are both to consolidate our existing policies and the relevant bylaw into one place and to gain some more clarity and specification around the library's administration of donations. Minor edits were suggested, as well as the suggestion to confirm that the new policy fully covers all of our related existing policies and bylaws. Micah will make these edits. Micah also proposed that approval of this policy coincide with the modification of our bylaws. This would lead to the first paragraph of Article VII Section ii being modified to read as such:

“All money raised and/or appropriated by the town for the support and maintenance of the library shall be expended by the Board in accordance with G.L c.78 § 11. All donations will also be accepted and administered by the provisions of the library's donation policy.”

Other Business:

We recognize Peter Mehlin's immense contributions to the trustees and the library over many years of service. Pat McLeod and Deb will work on designing a way to thank him, hopefully with the help of a representative from the Friends.

Micah moved to adjourn the meeting. Karen seconded. All voted in favor. The meeting was adjourned at 7:06pm.

The next meeting is scheduled for Wednesday, February 9th, 2021, at 5:30pm.