

**Board of Trustees Meeting Minutes**  
**May 12<sup>th</sup>, 2021**  
**5:30pm**  
**Remote Meeting via Zoom for the**  
**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 (representing the Friends)

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

**Approval of Minutes from April Meeting:** (Micah Manary)

The minutes for the regular April meeting were presented. Peter moved to approve these minutes, Deb seconded, and all voted in favor via a roll call vote, except Micah who abstained.

**Treasurer's Report:** (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions for April. We acknowledge that this is the town's account data, and may not reflect recent activity.

Trustees Annual Fund, balance April 30, 2021	\$41,578.38
Interest April 1 – April 30, 2021	\$33.99
Carpenter Fund, balance April 30, 2021	\$10,381.30
Interest April 1 – April 30, 2021	\$8.54
Botsford Fund, balance April 30, 2021	\$74,109.10
Interest April 1 – April 30, 2021	\$60.58
Sara Tenney Osborne Fund, balance April 30, 2021	\$24,629.35

*Activity since April 1, 2021:*

Deposits:

April 6, 2021: \$100.00

April 10, 2021: \$250.00

May 11, 2021: \$100.00

Debits:

April 7, 2021: \$75.00 (Jeffrey Agostini stipend for display)

May 11, 2021: \$75.00 (Jeffrey Agostini stipend for display)

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)

Both boilers went down for approximately 3 weeks. One of them is now working. The HVAC upgrade is slow, but the Director is pushing for the final work. For the position of Patron Engagement and Digital Resources Librarian, all interviews have been conducted and a decision is coming soon. Those have gone very well and we are excited to fill that position. All employee performance reviews are now complete. The interim town manager is interested and engaged in understanding the library. Most libraries are now NOT quarantining books, though that is not universal. A coming staff meeting will be focusing on reopening, especially logistical details. Patron numbers may be restricted, and the length of their stay restricted. The Director would like the library to go completely fine free – the exact procedure is being determined. This will require a reevaluation of the Circulation Policy.

**Friends' Report:** (Pam Art)

Sue Cassidy is joining the Friends board. The Friends will be using the library's zoom account, and we should coordinate that use and other details. Chapter Two books has added hours for Wednesday. Some additional Sunday hours are also planned. The external book pick up is going smoothly and productively. The upcoming Friends meeting, next week, will invite Debbie Baker for its monthly staff meetings. A large number of books unable to be used by Chapter Two have also been cleared out.

**Building and Grounds Committee Report:** (Charles Bonenti)

There was no regular meeting or decisions made. Teen room furniture and carpeting selection is ongoing. The former Periodicals space has had the walls repainted and carpeting laid. An energy audit is planned. Given our current expenses, we have approximately \$62,243.14 to spend for current projects.

**COVID Reopening Updates:** (Pat McLeod)

As reported, a committee of three staff is meeting on Friday, and this will be expanded. They will work out logistical details to stay in compliance with state guidelines. We don't want to turn people away, so individual time limits may be necessarily short. The library will consider how to deal with both testing and mandate vaccinated

**Parking Lot Policy:** (Micah Manary)

Micah presented the updated parking lot policy and the problem of carefully defining allowed versus unallowed purposes. Deb moved to approve this revised policy, Peter seconded, and all voted in favor via a roll call vote.

**License Agreement with Friends:** (Bridget Spann)

Staff and Friends met and updated the map of defined areas that the Friends are using. There will be minor changes to the license agreement, including increasing the duration to a three-year license for that space.

**Annual Trustee Evaluation:** (Bridget Spann)

The trustees are conducting their annual self-evaluation. We have made good progress in a number of areas, including updating policies and bylaws. We acknowledge the need to make sure that the trustees represent the entire community, when the next trustee election comes up. We

should continue to keep the master plan up to date. We also acknowledge that we should increase trustee participation in larger level meetings and conferences. Each trustee will review the individual trustee report card in the manual.

**Diversity, Inclusion, and Equity Policy:** (Micah Manary)

Micah presented the draft of the diversity, inclusion, and equity policy. We hope this policy will motivate the trustees toward genuine action, and acknowledge that it commits us to significant and timely action. We are comfortable with the sharing of this draft, and will formally vote at the next meeting.

Peter moved to adjourn the meeting. Deb seconded. All voted in favor via roll call vote. The meeting was adjourned at 7:07pm.

The next meeting is scheduled for Wednesday, June 9<sup>th</sup>, 2021, at 5:30pm.