

Board of Trustees Meeting Minutes
August 11, 2021
5:30pm
David and Joyce Milne Public Library

Trustees Present: Charles Bonenti (vice-chair), Debra DiMassimo, Karen Kowitz, Peter Mehlin (treasurer), Bridget Spann (chair), Pat Wilk (Friends liaison)

Staff Present: Pat McLeod (library director)

Friends Present: Pam Art (Trustees liaison), Michael Sussman.

Absent: Micah Manary

The meeting was called to order by Bridget at 5:34 pm.

Approval of minutes from July meeting:

Deb moved to approve minutes for the regular July meeting. Peter seconded. All were in favor.

Treasurer's Report: (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions for July. However there is a deposit of \$7,139 that is not accounted for. We do not know the the source of these funds. Therefore the report is incomplete. Deb moved to table it until the next meeting, Pat seconded, and all were in favor.

Director's Report: (Pat McLeod)

Pat began by discussing the need for masks in the library. She would like a mask mandate. This was addressed later in the meeting during the COVID reopening conversation.

The Director plans to add Friday hours, beginning on August 20th

Summer reading programs have enjoyed a great response, especially story time with a craft on Saturdays. National Night Out, held at the Spruces, was a big success. We shared a booth with the Friends and enjoyed lots of give-aways and some make-and-take craft bags for kids. Through a Federal grant, we have applied for five hotspots for cardholders to check out for three weeks. We are adding three new Chromebooks (paid for by the Friends) for in-house circulation. We are officially fine-free, except for museum passes, Chromebooks and the hotspots. technically fine free. We received a \$50 memorial donation.

Julianna submitted her resignation letter. Leaving on the 20th. Pat W. asked whether this was an opportunity to make this a full-time position Pat's answer was yes; she is thinking about what degree we would want, and writing a job description.

The library had money encumbered from the 2021 fiscal year. Pat distributed a list of buildings and grounds encumbrances; these were jobs that were bid but could not be completed because of a shortage of supplies. There was a remainder of \$10,460, that department heads were asked to roll to the Town's "free cash" budget line.

Friends' Report: (Pam)

We are meeting next week on Tuesday, for an informal brainstorming session. It will be a catered dinner, which the Friends are paying for, and an opportunity for open-ended, strategic planning.. The Friends are thinking about a three-year or five-year plan with the library , which will help make it clear to all where we are in terms of revenues.

Things are going very well at the donation center—it's been extremely busy, with some really high quality donations. July has been a great month for business at Chapter Two Books. We are masking again. The Williamstown Community Chest donated a lot of masks, so we have them to hand to people. National Night Out was lots of fun. A five-year-old girl won the drawing. This Sunday at Hay Day, the Friends will give the auctioneer a gift certificate to Chapter Two Books to auction off to help raise funds for the Historical Museum. We are giving a "Shopping Spree" coupon of \$15 per family, to 41 families who are moving into the Cole Avenue apartments, along with a little brochure about what The Friends do, and what Chapter Two Books is.

Building and Grounds Committee Report: (Charles Bonenti)

We are waiting for furniture to arrive, and waiting for the carpet to be laid.

A lighting audit done at the library indicated ways lighting efficiency could be improved. Lighting audit put this on a list of items for the Town Manager to consider. Charlie Blanchard, the interim town manager, thought it would be an investment that should be done by the town in the fiscal year 2023. The trustees agree that it's an improvement that the town really should pay for, and not Friends. Bridget suggested that we attach this request to the COOL Committee's resolution to be more energy efficient, which was approved at the 20-21 Town Meeting.

Old business

a. COVID-19 Reopening This was covered in the Director's Report. Pat feels that we should return to our regular schedule of 46 hours a week gradually. She pointed out that Forbes Library in Northampton is open 56 hours a week, and they are a much bigger library. We have 4000 residents and 2000 students here. The Director reported that being open on Friday was a big step for staff. She expects that we will increase hours in small steps, every couple of weeks.

Charles wanted to move that we ask the Select Board to mandate mask wearing in public meetings. Bridget said she had spoken to Rob Favini, trustee liaison of MA Board of Library Com-

missioners. He shared that Brookline trustees voted to require masks, but the town hasn't yet voted for a mask mandate. We have to think about the safety of staff and the public. rBridget was in support of trustees voting to approve masking. If we can require masking in the children's room, why can't we require it everywhere else in the library?

Pat added that the library also serves as a lounge, and as a cooling center, for patrons She feels masking is necessary. Charles moved that:

The Trustees mandate that, as of August 12, 2021 anyone entering the Milne library must wear a mask regardless of their COVID vaccination status.

Peter seconded. All were in favor.

b. Plan for updating Master Plan. (Charles)

A group of trustees, library staff members, and Friends representatives met; we all agreed to serve, came up with a number of possible other candidates., asked them—and they all said yes. Charles moved that the following candidates be named to serve on the Master Plan “Dream Team”, Peter seconded, all were in favor.

Liza Barrett
Maggie Clark
Bill Densmore
Debbie Dane

The September meeting will be an orientation. In October we plan to invite a consultant in from the state library board. We did a pretty complete job in 2016, so it's not like we are inventing the wheel all over again. We are hoping to wrap it up by end of June, the end of fiscal year.

c. Circulation policy

This item was tabled until the next meeting. The group hasn't had time to meet. We need to add Chrome books, hot spots, fines, and replacement fees.

New Business

Annual Appeal Letter:

Charles submitted a draft of the letter. We decided it should be dated September 15.

We all made minor editing corrections, and decided it was now a final draft, ready to go to the print shop.

Deb moved to approve it, Peter seconded; all were in favor. We discussed personalization and agreed not to do it this year due to the pandemic.

We talked about the need to update our mailing list, and how we should do that—how to make sure our list is representative of who's in town. It's very expensive to send a mailing to all town residents. We got a list of current patrons and people who signed up for new library cards. Pam Art suggested finding a list of people who have recently moved to Williamstown.

Adjourn: Peter moved to adjourn the meeting at 6:56 p.m. Karen seconded. All were in favor.

The next meeting is scheduled for Wednesday, September 8, 2021, at 5:30pm.