

**Board of Trustees Meeting Minutes DRAFT**  
**May 11, 2022**  
**5:30pm**  
**David and Joyce Milne Public Library**

**Trustees Present:** Charles Bonenti (vice-chair), Timothy Cherubini, Karen Kowitz, Micah Manary (treasurer), Bridget Spann (chair), Pat Wilk (secretary)

**Trustees Absent:** Debra DiMassimo

**Staff Present:** Pat McLeod (library director)

**Others Present:** Lisa Hiley (representing the Friends)

The meeting was called to order by Bridget at 5:31 pm.

**Approval of Minutes from April meeting (Pat Wilk)**

Micah moved to approve these minutes, Charles seconded, and all voted in favor except Pat, who abstained.

**May 2022 Meeting Treasurer's Report: (Micah Manary)**

We had no extra expenses this month (other than our commitment to the custodian salary).

Trustees Annual Fund, balance April 29, 2022	\$48,715.68
April 14, 2022 Deposit	(Donation) \$150.00
April 14, 2022 Withdrawal	(Expenses) \$1,619.63
April 29, 2022 Deposit	(Interest) \$23.46

**Carpenter Fund**

Established in memory of Elsie Carpenter to generate income to purchase books and other learning materials for children and young adults, the annual purchase of which will occur as near to May 15 as practicable.

Balance April 29, 2022	\$10,337.55
April 29, 2022 Deposit	(Interest) \$4.91

**Botsford Fund**

Created from the sale of the Botsford House to be used for projects at the town library. After using some principal for a repair, some of which was repaid by the town and some of which was cancelled as forgiven, it was formally split from the House of Local History.

Balance April 29, 2022	\$74,580.92
April 29, 2022 Deposit	(Interest) \$35.44

Sara Tenney Osborne Fund

Endowment for Milne Public Library, to be used “for any purpose”, decided annually by the board. We receive the interest from this endowment once yearly.

Balance April 29, 2022

\$24,629.35

moved to approve the treasurer’s report, seconded, and all were in favor, except Micah, who abstained.

**Director’s Report:** (Pat McLeod)

**Friends’ Report:** (Lisa Hiley)

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

Charles was not present for this meeting, but he e-mailed a report to us.

The B&G Committee is awaiting results of the town election to nominate a replacement for Alex Reczkowski, Berkshire Athenaeum director. The trustees must approve the nominee.

Members at present are Charles Bonenti and Tim Cherubini (trustees), Keenan Chenail (community), and Craig Clemow (Friends). Pat McLeod & Kirsten Rose are ex officio.

(A question to consider is whether to enlist another trustee or a community member.)

An adjustable smart TV, control system and sound equipment purchased from Wassmann Audio Video Inc. in Whately MA for \$9,463.27 have been delivered. The donor to the Community Room covered the cost. Furnishings for the adult services area priced at \$27,360.97 have been ordered and awaiting delivery. Remaining funds in the renovation account should cover the cost.

Pat McLeod & Charles Bonenti met on Zoom with Eric Halvorsen of EKG Economic Planning & Real Estate Consultants in Boston, whose firm is advising the town on aspects of its Strategic Plan update. Among topics discussed was a needs assessment of the library building to determine cost-effective improvements for the town’s capital budget. Bridget Spann also discussed building advice with Rob Favini of the Massachusetts Board of Library Commissioners. He suggested contacting building specialists Lauren Stara ([lauren.stara@mass.gov](mailto:lauren.stara@mass.gov)) and Andria Bunker Bono ([andrea.bunker@mass.gov](mailto:andrea.bunker@mass.gov)).

**Strategic Plan Committee Report:** (Pat Wilk)

**Diversity, Equity, and Inclusion Committee Update** (Micah Manary)

**Old Business:**

- a. **Milne Library's 150th anniversary** (Pat McLeod)

**New Business:**

- a. **updated director job description** (Tim)
- b. **Employment Agreement for library director** (Bridget)
- c. **Meeting Room policy** (Micah)

**Adjourn:**

moved to adjourn; seconded. All were in favor. Bridget adjourned the meeting at 7:06 p.m.

The next meeting is scheduled for Wednesday,