

Board of Trustees Meeting Minutes DRAFT
January 11, 2023
5:30pm
David and Joyce Milne Public Library

Trustees Present: Bridget Spann (chair), Charles Bonenti, Pat Wilk (secretary), Timothy Cherubini (vice-chair), Micah Manary (treasurer), Tamanika Steward, Robin Lenz

Staff Present: Pat McLeod (library director)

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

Approval of minutes from December (Pat W.)

Because the draft minutes submitted by Pat W. were missing the section describing the Director's Report, the trustees agreed to table approval of these minutes until the February meeting.

Treasurer's Report: (Micah Manary)

Other than custodian expenses, we paid no invoices and got two requests for expenditures.

Trustees Annual Fund, balance December 30, 2022	\$52,142.33
December 8, 2022 Deposit	(Donations) +\$8,065.00
December 8, 2022 Withdrawal	(Expenses) -\$2,593.74
December 30, 2022 Deposit	(Interest) +\$29.15

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 December 30, 2022	\$10,382.14
December 30, 2022 Deposit	(Interest) +\$5.95

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 December 30, 2022	\$74,902.60
December 30, 2022 Deposit	(Interest) +\$42.93

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 December 30, 2022 \$24,629.35

Sarah McFarland Fund

Bequest from the McFarland Estate, with no restrictions.

Balance December 30, 2022 \$300,000.00

150th Anniversary Celebration Fund

Checking account for working purchases for the 2024 150th anniversary celebration.

Balance December 30, 2022 \$275.00

Director's Report: (Pat McLeod)

The flat roofs over the children's area and the back lobby were patched. The roof repairs and the replacement of the air conditioning unit on top of the public women's room will need to go out for bids. Earthlight Energy Solutions has been here for two weeks, replacing every fluorescent bulb in the library—including automatic lights in small closets, in the staff bathroom, and in the copier room—as well as out outside parking, sidewalk, and spotlights. The building is much brighter. The Milnes sent candy to the staff for the December holidays, and also two large poinsettias—one for the library and one for Pat M. They also sent dozens of laminated bookmarks. We have received a \$1,000 donation from the estate of a former Clark librarian and her husband who were avid library users, as well as a \$25 memorial donation. The staff and volunteer party in December was a great success.

We had 100 children attending programs in December; the most popular was "Create with Clay," which had 33 participants. There was no adult programming in December.

Friends' Report:

Since the Friends Board has not yet met for this month, there is nothing new to report.

Building and Grounds Committee update: (Charles Bonenti)

The Buildings and Grounds Committee has not met since our last meeting. Centerline Consultants are starting their building inspections. There were five consultants in the building yesterday.

We discussed the need for heating in the Friend's work space. We know that we have a license agreement with the Friends. Are utilities our responsibility or theirs? We need to investigate that. We talked about the need to have some units called mini-splits, which contain both a heat pump and an air conditioning unit. Definitely we need these at the front of the building. The units we would want sell for approximately \$10,000 each. We agreed that we need more clarity between the library trustees and the town about who is responsible for building repairs and necessary updates.

The Charter Committee met last Tuesday. They are working on a survey of all of the boards in our town. Charles handed out a draft version of that survey to all of us.

Old business:

- a. **Centerline Building Assessment:** We discussed funding for the Centerline Building Assessment. The Friends have told us that they do not see funding it as part of their mission. The town manager met with Bridget and Charles a week ago; he feels the the town could contribute. He had hoped it would be a 50-50 split, but the Town is facing other major expenditures now. Perhaps we can use some of the Town's American Recovery Recovery Plan funds. He expects to put the question of funding for the Centerline Assessment on the February agenda for the Select Board. Tim wondered whether it might be a good idea for all of us trustees to be there at the Select Board meeting. We agreed that this entire expense should not be paid out of our Annual Fund. Timothy said that based on a rough calculation, if we paid for the Centerline Assessment from the Fund, we would have nothing else left over.
- b. **Annual appeal update** (Timothy) Total dollars recorded as of January 10, 2023: \$24,643.00
 - Total donors (individuals/families): 197
 - First time donors: 23
 - Breakdown by donor level:
 - \$50 or less: 42
 - Newberry (\$50 - \$99): 61
 - Caldecott (\$100 - \$249): 68
 - National Book Award: (\$250 - \$499): 13
 - Pulitzer (\$500 - \$999): 9
 - Nobel (\$1,000+): 4
- c. **Collection development policy & reconsideration of Library materials and services form:** (Micah) Micah explained that this is a procedural form; it is a modified request for reconsideration, which would be used when patrons want to request our reconsideration of library materials. Last month we all received a copy of this form, and discussed with Pat McLeod how it would be used, and why it is necessary. We discussed minor wording changes. Micah moved that we accept the minor changes to the collection development Policy and reconsideration of library Materials and services form. Timothy seconded. All voted in favor.
- d. **Out of state fees.** This is official CWMARS policy. There is a minor change, which allows people to pay online, using a credit card. Micah moved that we accept this revised policy, Pat W. seconded, and all voted in favor.

- e. **Patron Behavior.** The Town's legal counsel made several changes to the wording of our draft of this policy; it is now wording that town counsel considers legal. We all agreed that the changes were acceptable to us.
- f. **Trustee Finance Advisory Committee.** (Timothy) This group held its second meeting on December 19. The session focused on brainstorming a list of the most frequent questions—what questions about our financial process keep coming up at meetings? One focus that emerged was the need to create and strengthen the right channels for our financial actions—who do we need to partner with? The group also considered the actual purpose of our budget. What do we expect? What do others expect? Group members discussed the Strategic Plan, and considered it as a timeline; what would the cost be of the goals and actions specified in that plan? Which of these items would the Friends be likely to help support? The next meeting of this committee is in two weeks.
- g. **Strategic plan update and timeline.** (Pat McLeod) Pat M. Kristen, and Timothy met to work on this. They are in the process of putting the goals and actions specified in the Strategic Plan into a timeline—recording what has been done and what needs to be done, and what the chronological order of these tasks should be. It will be a helpful guideline both for the Library Director and for the trustees.
- h. **Budget update** (Bridget, Pat McLeod) Both Bridget and Pat M. met with Robert Menicocci, Williamstown Town Manager, to discuss the library's budget. They shared with trustees a list of talking points that were agree on at the meeting. There were some plusses, from our point of view, and some minuses. The town will be paying for 100 percent of the custodian's wages. They hope to eventually change two employees from 19.5 hours to 20m hours, so they can receive benefits and vacation time, but it is not certain if this can happen in this budget cycle. Two new computers were added to the town budget.

New Business:

- a. **Legislative Breakfast.** The Legislative Breakfast is Friday, January 27 at 8 a.m., at Bard College, Simon's Rock. This meeting is held annually, but it has been virtual for the past two years. Members of The Board of Library Commissioners speak about the legislative agenda. Micah moved that we contribute \$75 to help fund this event. Timothy seconded. All were in favor.
- b. **Other business to come before the board.** It is time to renew our membership in the Williamstown Chamber of Commerce. Micah moved to approve \$125 for the membership fee, Charles seconded, and all were in favor.

Adjourn: Micah moved to adjourn, Tamanika seconded, and all voted in favor. Bridget adjourned the meeting at 7:04 p.m.

Next meeting: February 8, 2023 at 5:30 p.m.