

Board of Trustees Meeting Minutes
October 13th, 2021
5:30pm
David and Joyce Milne Public Library

Trustees Present: Charles Bonenti (vice-chair), Debra DiMassimo, Micah Manary (secretary), Peter Mehlin (treasurer), Bridget Spann (chair)

Trustees Absent: Karen Kowitz, 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 5:30pm.

Approval of Minutes from September Meeting: (Micah Manary)

The minutes for the regular September meeting were presented. Peter moved to approve these minutes, Deb seconded, and all voted in favor, except Micah who abstained.

Treasurer's Report: (Peter Mehlin)

Our fall fundraising is going well. Peter then presented a report of current fund balances and recent contributions for September.

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| Trustees Annual Fund, balance September 30, 2021 | \$35,345.33 |
| Interest September 1 – September 30, 2021 | \$17.65 |
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| Carpenter Fund, balance September 30, 2021 | \$10,301.86 |
| Interest September 1 – September 30, 2021 | \$5.06 |
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| Botsford Fund, balance September 30, 2021 | \$74,323.46 |
| Interest September 1 – September 30, 2021 | \$36.53 |
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| Sara Tenney Osborne Fund, balance September 30, 2021 | \$24,629.35 |

Activity since September 1, 2021:

Deposits:

September 28, 2021: \$7120.00 (donation)
October 1, 2021: \$2190.00 (donation)
October 5, 2021: \$300.00 (donation)
October 6, 2021: \$2825.00 (donation)
October 13, 2021: \$1570.00 (donation)

Debits:

September 8, 2021: \$75.00 (Jeffrey Agostini stipend for display)
October 6, 2021: \$75.00 (Jeffrey Agostini stipend for display)

Charles moved to approve this report, Deb seconded, and all voted in favor except Peter who abstained.

Director's Report: (Pat McLeod)

ESL classes have returned with the same instructor from MCLA as before, and they may be expanded. The library has purchased five mobile hotspots for patron use. The chromebooks are also now ready for patrons (in-house use only). The library's website has had an aesthetic redesign. Jack's position has been made a full salaried position after his probationary period. A new circulation manager has been confirmed. Patron fines are being manually deleted as the library moves fine-free. The Halloween party plans have been published, with times for different crafts. The trustees suggest that a publicized teen room open house/welcoming should be considered. Some adult programming events are seeing low attendance, and the library may video record some programs to be published on the website for broader range.

Friends' Report: (Pam Art)

Chapter Two has seen strong sales in the past weekends. The Friends are seeking more volunteers so that more holidays or extended days can be staffed. Chapter Two is celebrating its third anniversary, with a small celebration for staff. It's possible that this could be extended into a community wide celebration or promotion. The donation center has largely cleared its backlog. The Friends board will meet next week, and begin nominating new board members. The library's budget request for the Friends is being presented at the next week. The library notes that "Words is Wonderful" should be coming up, which is funded by the friends, though outside volunteers are not permitted in public schools at this time.

Building and Grounds Committee Report: (Charles Bonenti)

The financial statement remains the same as there was no activity this month. There are two yet-to-be recorded invoices totaling \$7,461.01 would bring expenditures to \$94,510.87, leaving available funds of \$25,489.13 out of \$120,000 donated so far. The Friends originally committed \$50,000 to the renovation projects, of which \$35,000 has been received. The last \$15,000 should be transferred soon as the final renovation stage begins.

Master Plan Committee Report: (Charles Bonenti)

The minutes from the long committee meeting on September 29 were presented. A Massachusetts Library System consultant will be present at the next meeting to help guide the update process.

COVID Updates: (Pat McLeod)

There are no large updates to our COVID protocols.

Circulation Policy: (Micah Manary)

Small updates to the policy were presented. Peter moved to approve the new circulation policy, Deb seconded, and all voted in favor. The new policy takes effect today.

Annual Appeal Update: (Bridget Spann)

We have recorded \$12,560 in gifts from 111 distinct donors, with approximately half of these being gifts of \$100 or more. We will populate that list for trustee phone calls. We will send an email reminder at the end of October.

Annual Director Evaluation: (Bridget Spann)

The summary of the director evaluation was presented. This evaluation covers a year with incredible challenges, both for staff and due to the pandemic. There have been substantial accomplishments this year, many tied to trustee recommendations from the last evaluation. The teen room is especially notable as a successful project. The library best practices manual will be finalized, which will help both staff and trustees understand operating procedure. Adult programming is another clear success. The evolution of the collection development committee should allow both staff and patrons to more clearly understand the library's collection development and provide feedback. Updating the website (now complete), the library's signage, and the outdoor areas will be focus areas this year. The chair will meet quarterly with the director, while the trustees will review the recommendations semi-annually.

Departing Staff Gift: (Bridget Spann)

A letter or card of recognition should serve as a simple and personal gesture of appreciation to departing staff.

Report to the Williamstown DIRE Committee: (Bridget Spann)

Our quarterly report to the DIRE committee was presented, with our new policy and a survey of our recent activities. Peter moved to approve this report, Deb seconded, and all voted to approve this report.

Friends Budget Proposal: (Pat McLeod)

Pat presented the library's proposal for funding to the Friends. The computer and digital technology request is expanded this year. The adult programming budget was also expanded, to reflect more in-house programming. The children's room budget remains the same as last year, including funding for crafts and summer reading programs. The professional development budget was unused last year due to COVID, but this year staff are excited for more opportunities in the coming year. The collections request is also unchanged. We should include the previous commitment for renovations in the library's request, for clarity.

Other Business:

One trustee will be absent for an extended time due to medical procedures. Some trustee obligations will have to be shifted.

More attention to the grounds should be considered, in collaboration with other Williamstown groups and library grounds staff.

Peter moved to adjourn the meeting. Deb seconded. All voted in favor. The meeting was adjourned at 6:54pm.

The next meeting is scheduled for Wednesday, November 10th, 2021, at 5:30pm.