

Board of Trustees Meeting Minutes
November 10th, 2021
5:30pm
David and Joyce Milne Public Library

Trustees Present: Charles Bonenti (vice-chair), Debra DiMassimo, Karen Kowitz, Micah Manary (secretary), Bridget Spann (chair), Pat Wilk (Friends liaison)

Trustees Absent: Peter Mehlin (treasurer)

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 October Meeting: (Micah Manary)

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

Treasurer's Report: (Peter Mehlin)

Peter submitted a report prior to the meeting, though was not able to present it.

Trustees Annual Fund, balance October 29, 2021	\$33,742.10
Interest October 1 – October 29, 2021	\$16.38
Carpenter Fund, balance October 29, 2021	\$10,306.76
Interest October 1 – October 29, 2021	\$4.90
Botsford Fund, balance October 29, 2021	\$74,358.79
Interest October 1 – October 29, 2021	\$35.33
Sara Tenney Osborne Fund, balance October 29, 2021	\$24,629.35

Activity since October 1, 2021:

Deposits:

October 1, 2021: \$2190.00 (donation)
October 1, 2021: \$250.00 (donation)
October 5, 2021: \$300.00 (donation)
October 6, 2021: \$2825.00 (donation)
October 8, 2021: \$50.00 (donation)
October 13, 2021: \$1570.00 (donation)
October 26, 2021: \$625.00 (donation)
November 5, 2021: \$1250.00 (donation)

Debits:

October 6, 2021: \$75.00 (Jeffrey Agostini stipend for display)
October 19, 2021: \$116.00 (Peter Mehlin for stamps)
November 5, 2021: \$75.00 (Jeffrey Agostini stipend for display)

The trustees received a letter from the Berkshire Taconic Community Foundation, which administers the Sara Tenney Osborne fund. With anticipated future return rates lowering, they are reducing the annual spending rate by 0.1% to 4.15%, which will be \$1240, delivered in February as usual.

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

Director's Report: (Pat McLeod)

The library returns to 'normal' operations next week, open a full 46 hours. The teen room open house is November 17th. We have another boiler problem, this time with a pump, costing an anticipated \$5000 to fix. The trustees and director note that these boilers are a recurring problem and ask the building and ground committee to seek consultation from Williams staff to evaluate if we need to be doing something differently. We are now printing a paper copy of the newsletter, which can be distributed at the front desk and includes information on how to sign up for the e-blast. November 23rd is the 25th anniversary of the Milne dedication of the library. We are planning a library appreciation celebration activity. The Halloween party was a great success. The best practices manual is finalized, ready to be reviewed by trustees. Staff performance reviews will begin soon, hopefully done before the end of the year. The collection development committee will meet November 23rd, including all the new hires in the process. Low attendance at adult programming is frustrating, but hard to mitigate. A lot of advertising is already being done. We are filming events for viewing later online. The staff are reviewing protocols around a positive staff COVID test, so that library operations can remain as uninterrupted as possible while also fully disinfecting the building.

Friends' Report: (Pam Art)

It is the 3rd anniversary of Chapter Two Books, with a community celebration planned as well as thank you gifts for volunteers. CTB is quite busy, frequently at capacity. The Friends membership drive will be starting soon. The annual meeting is December 8th, immediately preceding the library board meeting.

Building and Grounds Committee Report: (Charles Bonenti)

Final decisions on furnishings for the Adult Services area are being made. With the additional \$15,000 from the Friends, we are currently looking at an \$8,000 surplus, though we anticipate the usual variation in costs as projects finish.

Master Plan Committee Report: (Charles Bonenti)

We are renaming this the strategic plan to more accurately reflect the time scale. The meetings continue to be high energy and highly creative. We are developing the user needs survey to be able to reach all parts of our community and appreciate the diversity of patrons.

COVID Updates: (Pat McLeod)

We are permanently folding this into the director's report section of our meetings.

Annual Appeal Update: (Bridget Spann)

Karen has updated the list of donations and trustees should begin calling donors to thank them. We are currently at around \$16,000 for this year's drive, which is similar to previous years but frequently feels worrisome.

Exhibit Policy: (Micah Manary)

Micah presented a new exhibit policy, and no changes were suggested. Deb moved to approve this policy, Bridget seconded, and we will vote at our next regular meeting.

Other Business:

We should consolidate our existing gift policy with our bylaw addition about letters of intent, clarify procedures around gifts, memorial gifts, donations, and bequests into one policy. Micah will organize this.

Micah moved to adjourn the meeting. Pat seconded. All voted in favor. The meeting was adjourned at 6:55pm.

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