

**Board of Trustees Meeting Minutes**  
**December 8<sup>th</sup>, 2021**  
**5:30pm**  
**David and Joyce Milne Public Library**

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

**Trustees Absent:** Peter Mehlin (treasurer), Debra DiMassimo

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

**Others Present:** Pam Art and Michael Sussman (representing the Friends)

The meeting was called to order by Bridget at 5:30pm.

**Approval of Minutes from November Meeting:** (Micah Manary)

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

**Treasurer's Report:** (Micah Manary)

Micah presented a short verbal report in Peter's absence.

Deposits this period were:

\$2085 (donations)

\$1250 (donations)

\$1900 (donations)

\$650 (donations)

\$600 (donations)

totaling \$6485 since our last meeting.

**Director's Report:** (Pat McLeod)

The library celebrated the 25<sup>th</sup> anniversary of its Milne dedication. There was a raffle for Chapter Two and staff gifts. The library may relabel and/or relocate science fiction and fantasy. ESOL classes have resumed in person. A new organizational chart was provided, especially important with all the new hires. The library is making sure to label foreign language DVDs appropriately. The winter programs list is robust and diverse.

**Friends' Report:** (Pam Art)

The Friends had their annual meeting immediately prior to this. The group is very energized and the year went well. Chapter Two Books is up to 35 volunteers, back to pre-COVID levels. A new board has been chosen, with Pam as the President. Elizabeth Whitney will be the new liaison to the library trustees. The Friends thank the library for the wonderful relationship. Andrea Malone is leaving the Friends board so it would behoove us to find a new Friends representative on the Building and Grounds Committee or find out if Andrea can continue.

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

The Information Services area furnishing have been ordered. The price, with shipping and installation, totals \$27,360.97. We are comfortably within our budget of \$40,489.13, but we note that the shipping cost (\$7,389) is quite expensive and will look in to it. Additionally, approximately \$7,500 of this money will need to be spent on the AV system upgrade. The Building and Grounds Committee and Friends are meeting with a structural engineer to make sure the donation center is not presenting any weight problems.

**Strategic Plan Committee Report:** (Charles Bonenti)

The committee is incredibly energetic and creative. The committee has approached a large swath of town stakeholders (patrons, staff, Town Hall, local schools, DIRE). The committee discussed a number of new directions and initiatives, and will be collating new questions and ideas.

**Annual Appeal Update:** (Karen Kowitz)

Our total money raised at the moment is around \$21,500 dollars. Trustees need to make sure to call donors. It's a great opportunity to raise awareness around us and for other potential donors.

**Exhibit Policy:** (Micah Manary)

Micah presented two additions to the exhibit policy, about protecting the walls and replacing sold items. The trustees think it prudent for exhibitors to sign and acknowledge having received a current exhibit policy. Karen motioned to approve this policy, Charles seconded, and all voted in favor.

**Other Business:**

It is customary that the trustees pay for a holiday bonus for all library staff. This is meant to be \$100, but slightly more to account for taxes. Micah voted to approve this expenditure, Pat seconded, and all voted in favor.

A local business reached out about updating the inverters for the photovoltaic system. This seems to cost approximately \$3500. The trustees will reach out and investigate this further.

Peter Mehlin will be resigning from library board for medical reasons. We will be officially working through the implications of this at our next meeting. We will also be looking at the number of trustees leaving at that meeting and the opportunity to fill those positions.

Micah moved to adjourn the meeting. Karen seconded. All voted in favor. The meeting was adjourned at 6:30pm.

The next meeting is scheduled for Wednesday, January 12<sup>th</sup>, 2022, at 5:30pm.