

**Board of Trustees Meeting Minutes DRAFT**  
**August 8, 2022**  
**5:30pm**  
**David and Joyce Milne Public Library**

**Trustees Present:** Bridget Spann (chair), Charles Bonenti (vice-chair), Pat Wilk (secretary), Timothy Cherubini, Tamika Steward

**Trustees Absent:** Micah Manary (treasurer), Robin Lenz

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

**Others Present:** Elizabeth Whitney, Pam Art (representing the Friends)

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

**Approval of Minutes from two previous meetings: July 13 and July 25.**

We did to have a quorum, so we could not vote to approve these minutes. Voting was postponed until the September meeting.

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

Other than custodian expenses, we donated \$400 to the Williamsburg, MA public library to return their incorrect donation. We will also be receiving the bill for the plaques soon.

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Trustees Annual Fund, balance July 29, 2022	\$44,043.75
July 20, 2022 Deposit	(Donation) \$450.00
July 20, 2022 Withdrawal	(Expenses) \$1,866.87
July 29, 2022 Deposit	(Interest) \$21.37

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**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 July 29, 2022	\$10,352.98
July 29, 2022 Deposit	(Interest) \$4.92

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**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 July 29, 2022	\$74,692.23
July 29, 2022 Deposit	(Interest) \$35.49

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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 July 29, 2022	\$24,629.35
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Rachel is at professional development this week and couldn't provide the updated Fund balance.

*Sarah McFarland Fund*

*Bequest from the McFarland Estate, with no restrictions.*

Balance June 30, 2022	\$264,000.00
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Tim moved to adopt the treasurer's report, Charles seconded. All were in favor.

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

The library has been short-staffed of the past three weeks due to vacations and illnesses. One library employee has COVID. Student substitutes have been a big help.

All of the Summer Reading Programs have had good attendance. Programs will be ending August 27th. Fall programs are in the planning stages. The weekly e-newsletter has been getting around a 42% hit rate with over 3,200 subscribers. With the heat and storms the past few weeks most of our programs have been moved inside except for tie dying. A new plaque was installed just inside the front circulation area thanking library donors.

Tim questioned what “good attendance” actually meant, and whether we have data to track our attendance—whether we have goals for attendance, or know if the public response to programming is increasing or decreasing. Pat said that the library staff takes attendance at all library programs, and in the future she promised to report that data to the trustees.

**Friends' Report:** ( Elizabeth Whitney)

Used book management is going well. Chapter Two Books has been busy over the summer. A volunteer appreciation event is being planned for the fall. The Friends did not meet in August. During the July meeting the Friends' Board talked about goals, including expanding membership, and what might be the best way to do that, as well as supporting the Strategic Plan library goals—particularly increasing library access and programming.

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

Pat M. and Charles interviewed a consultant focused on facilities who is working on the town plan (Envisioning Williamstown 2035" focusing on facilities. He is able to give us an estimate on work that the library building needs. Pat said the goal was to "get the library's needs on his radar." For example, the windows need to be replaced. they have water leaks. That would cost close to \$30,000. Since the town owns the building, the trustees have often felt that it is the town's responsibility to maintain it. Charles commented that we have already put a lot of donor money into interior renovation, and that there is a lot of exterior work that needs to be done that has been put off. He wants the physical needs of the library building to be put into the town's capital budget.

**Strategic Plan Committee update and review of goals & actions** (Charles)

Charles handed out copies of a working draft of the Strategic Planning Committee's goals and actions. He said the committee was working at a fast pace, and would be able to meet the deadline of submitting the Strategic Plan.

We went through the document and discussed individual goals. Tim suggested that we have priority emphasis of these goals across multiple years. He also wanted more detailed information about how to measure success. Who is responsible for what? How will impact be determined? How do we know we are making progress towards these goals? We added some language to the document that focused on accountability. Tanika wanted a more clear description of the result we are shooting for: what do you envision as the gold standard? We discussed specific language such as "as evidenced by..." Tanika raised questions about the accessibility of our collections; what provisions do we have for neuro-divergent patrons? for aging patrons? We talked the need to preserve the integrity of the building, through energy-saving improvements.

Charles promised to bring these ideas, and our edits to the document, back to the Strategic Planning Committee.

**Diversity, Equity, and Inclusion Committee Update**

At its last meeting, this committee focused on how to outreach to the community. The group agreed to meet six times per year.

### **Old Business:**

a. **Patron Behavior Policy** Pat W. moved to approve the revised Patron Behavior Policy, Tim seconded. All were in favor.

b. **Database update** (Tim) The existing database is under review. The Friends are looking at it. He invited all of us to look at the list and submit new additions. We want the appeal letter to go out in mid-September, and we are on schedule to be able to accomplish that.

c. **Annual Appeal Letter** (Charles) We reviewed the draft written by Charles. Tamika moved to approve it subject to any minor revisions that Charles deemed appropriate. Time ascended. All were in favor,

### **New Business:**

a. **HOORWA request to serve alcohol at a September reception** Charles moved to grant approval, Pat W. seconded, all were in favor

b. **DEI Report to the town** Bridget discussed some of the points in this document. Pat W. moved to approve, Charles seconded, all were in favor.

c. **Other trustee roles (Bridget)** We need trustees to volunteer for the following positions: Buildings and Grounds Committee, Friends' Liaison, and the 150th Anniversary Celebration Planning Committee.

d. **Other business to come before the board** We agreed to talk about a staff appreciation event at the September meeting.

### **Adjourn:**

Charles moved to adjourn, Tim seconded, all were in favor The meeting was adjourned at 7:31 p.m.

Next meeting is Wednesday September 14 at 5:30 p.m.

### **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, September 14, 2022 at 5:30 pm

