

**Board of Trustees Meeting Minutes**  
**JUNE 16, 2021**  
**5:30pm**  
**David and Joyce Milne Public Library**

**Trustees Present:** Charles Bonenti (vice-chair, arrived late), Debra DiMassimo, Karen Kowitz,, Peter Mehlin (treasurer), Bridget Spann (chair), Pat Wilk (Friends liaison)

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

**Friends Present:** Michael Sussman, Ginny Sheldon, Craig Clemow

**Absent:** Micah Manary

The meeting was called to order by Bridget at 5:33pm.

**COVID re-opening**

Pat McLeod reported on plans for the scheduled June 21st opening: The library will be recommending masks, no longer quarantining., hold notifications will be returning to original process. There will be reopening information on a large bookmark they have printed copies of to hand out to patrons, and signs . asking people to limit their time. There will be balloons from Where's you Get That to welcome patrons. Staff members will be giving away leftover tee-shirts from past summer reading programs. Fines will remain in "amnesty mode" until circulating policy is amended next month. Furniture has been spaced furniture differently to allow for more space between patrons. There is a tent in the back courtyard with flaps on two sides, to be used for programs and meetings. We still need some shelving, and we are waiting to finish up painting and for the carpeting to arrive. The new teen zone will have an "under construction" sign. The library hours will remain the same as they have been for now, and then will gradually be extended. there was a discussion of why the library is not re-opening with full hours. Won't the public want more hours once the library opens? Pat McLeod said the central reason we cannot go to fill hours at this time is staffing, and the time necessary to get used to new procedures. The Friends also discussed extending hours at their meeting, and Peter shared those concerns. Wouldn't extended hours mean less congestion? we discussed self-checking to limit staff responsibilities at the front desk. Pat feels that process is too problematic. She said adding Friday hours would be the next way to expand.

Deb moved to re-open the building, as planned on June 21. Peter seconded. The motion unanimously passed.

**Approval of Minutes from May Meeting:**

The board unanimously approved minutes for the regular May meeting. Micah Manary was absent.

**Treasurer's Report:** (Peter Mehlin)

Peter presented a report of current fund balances and recent contributions for May

Trustees Annual Fund, balance May 28, 2021	\$39,419.81
Interest May 1-28. 2021	\$28.01

Carpenter Fund, balance May 28, 2021	\$10,388.49
Interest May 1-28, 2021	\$7.19
Botsford Fund, balance May 28, 2021	\$74,160.46
Interest May 1-28, 2021	\$51.36
Sara Tenney Osborne Fund, balance May 28, 2021	\$24,629.35

Activity since May 1, 2021

Deposits

5/11/21	\$100
5/19/21	\$300
5/28/21	\$100
5/28/21	\$1000 repayment from Roz

Debits:

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5/11/21	Jeffrey Agostini stipend	\$75
6/14/21	Jeffrey Agostini stipend	\$75

Deb moved to approve this report, Peter seconded, and all present voted in favor.

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

Jack Sarr was hired June 1st for the Patron Engagement and Digital Resources Librarian, and he has “hit the ground running.” His first challenge is getting Hoopla up and running. This is an online digital resource that will supply ebooks, e-audiobooks, music (which we currently do not have online), graphic novels, book clubs and a source for Acorn Media. Did the e-mail blast on his own.

Charlie Blanchard, interim town manager, came over the Wednesday before last and was impressed with building. Pat talked with him about problems with the physical plant: trapezoid windows, back sidewalks heaving, etc. He promised to alert new Town Manager to our issues. Electric bill is a quarter of what it was thanks to solar panels. Friday the 4th, staff meeting focused on reopening procedures. Staff members all raved about the brunch that the Trustees provided as a form of staff appreciation. Pat said she will probably have an in-house staff meeting every Friday. MCLA is no longer funding the English as a Second Language program—because DOE money was cut from the MCLA budget. Classes met at the library. They asked the library to fund it. Michael asked for estimate of the cost of the program—salary for two instructors. The library has re-started loaning patrons museum passes.

**Friends' Report:** (Craig, Peter)

The Friends' Board met on May 19th. There are now 227 households who are members. They have taken in \$17,560 in membership funds this year. Peter explained to us the different streams of revenue that are a result of the Friends' sorting process: some books go to the Chapter Two bookstore, some are sold on Amazon, some go to Better World Books, and books that cannot be

sold are “truck books” that are picked up by Bulk Book Warehouse. The Friends are inviting a Milne Library staff member to each meeting to explain what they do. The May meeting was held at Ginny’s house to allow new board members to get to know everyone. This was the last meeting before the “summer hiatus.”

At that meeting, The Friends’ Board talked about the need to manage its diversified income streams with an eye to the future, in terms of meeting both the Library needs and the Friends’ used book operations (sustaining Chapter Two Books and the Donation Center). Craig explained that it would be helpful if the Trustees took some time to think through some long-range financial planning: what types of projects do we have in mind? what funding sources are we exploring? This planning would help the Friends to be thinking ahead, financially, and getting accurate information out to people in their organization. The Friends would like us to look two, three, or four years ahead. The Friends also need to do long-range financial planning for their own organization, including long-term sustainability of bookstore operations.

The Friends approved funding for the Words are Wonderful program. Donations by appointment will continue. Rachel Tarses, a dedicated volunteer recently back from California, was named to the management team of bookstore. The Friends wrote a letter to Roz in response to her gift.

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

We are in same position we were last month. We have paid \$2,781.00 for carpeting in the computer area. We’re waiting for the furniture. We are not doing anything more with the reference area now; we plan to finish the teen room first. .

**Old business**

- a. COVID-19 Reopening & plan to reopen building: addressed at the start of the meeting
- b. License Agreement with the Friends: Deb moved to approve, Peter seconded, all were in favor.
- c. Diversity, Equity, & Inclusion Policy: Deb moved to approve, Pat Wilk seconded, all were in favor. Pat McLeod said this is one of the first such policies in the state; she expects many other libraries to copy it. Michael made the suggestion that we publicize this in the e-blast.

**New business:**

**Election of officers.** Deb moved to re-elect the current officers, Karen seconded. Offers were unanimously re-elected. We discussed possible turnover of members of the Trustees: four people said they would not run again: Deb, Karen, Peter, and Pat W. However their terms do not all expire at same time. We discussed our responsibility to do long-term planning on how to help the board transition in the next 24 months. Michael said the Town Manager and Select Board should

be aware of this situation. Pat suggested that we think through how to attract new people and diversify the Board of Trustees. Bridget asked us to think of people who could make a valuable contribution to the Board.

**Staff appreciation:** Charles, Bridget, and Peter agreed to make a day-before-the-meeting plan to cater the June 4 staff meeting, and placed an order to Wild Oats. Everything individually wrapped., staff members were surprised and grateful; people took leftovers home. Peter moved to approve \$139.10 payment to Wild Oats. Deb seconded. All were in favor.

**Plan for annual Director evaluation :** Bridget and Deb will work on the director evaluation, possibly with the assistance of Micah.

**Plan for updating Master Plan** (Charles) Master plan goes from 2016 until June 30th of this year. We had discussed putting it off, or having an interim plan for a year. However, we have to have our Master Plan finished the year before we apply for state grants. There were nine people on the previous committee. Charles asked us to think about who we should invite that would represent the diversity of the community, and bring some suggestions to our next meeting in July. We can ask if they would be willing to serve, appoint them in August, and start the work in September. This is a five-year plan.

**Tuition reimbursement update.** We agreed to write a letter to Roz thanking her for her generosity in returning our tuition funds, and to consider those funds a donation to the general fund.

**Fourth of July Parade:** Charles is recruiting volunteers to march.

Deb moved to adjourn the meeting at 7:12 p.m. Peter seconded. All were in favor.

The next meeting is scheduled for Wednesday, July 14, 2021, at 5:30pm.