

Board of Trustees Meeting Minutes
November 18, 2020
5:30 p.m.
Remote Meeting via Zoom for the
David and Joyce Milne Public Library

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

Staff Present: Pat McLeod (library director)

Others Present: Ginny Sheldon (representing the Friends)

Absent: Micah Manary (secretary),

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

Treasurer's Report: (Peter Mehlin)

We did not vote to approve the treasurer's report at the regular November meeting (November 11th) because some trustees had questions about why Peter deposited more than \$20,000 in donations to the Annual Appeal during the month, and that figure was not reflected in our current account balance. Peter explained to us the process of deposits to and withdrawals from the Trustees account.

1. Money going in: We get checks, Peter adds them up, attaches them to a form, "Schedule of donations to treasurer," hands them to finance department. Nicole Wilderman in that department checks addition, makes corrections if necessary, deposits them into a town general fund, not to our bank account. At some point during the month they transfer that to our bank account. This may take a week, or several weeks. Last week's meeting, the \$20, 000 in question had been deposited to the town, but wasn't yet in our account.

2. Money going out: When there's money going out, Peter fills out a form, "Town of Williamstown payable voucher."..attached the invoice from the vendor, makes a copy of both, and sends to Town Hall. They cut a check from the general account, and at some point, they move the money from our account back to general fund.

Peter said the town does a fantastic job handling funds. They are very attentive to detail, and catch any little mistake. So far, \$22,906.00 has been deposited to the Trustees Annual Fund.

Charles moves to approve the October Treasurer's Report, Pat seconded, and all voted in favor via a roll call vote, except Peter, who abstained.

Old business:

- a. Collection Development Policy (Micah): Because Micah was absent, and Peter is still editing a final version of the revised Collection Policy, we agreed to discuss it at the next meeting. Peter explained his suggested changes.

New Business:

3. New business:

Exit interview with departing Assistant Director: (Charles) Charles reviewed the specific suggestions that came from our interview with Roz, and what actions had been taken so far by Pat McLeod in each of the three areas. We discussed the need for more clarity about the process of evaluation and the need for forms for employee complaints. Pat Wilk and Charles felt there was an urgency to put in place a clearly functioning system regarding changes to policy. Bridget asked Pat for a realistic timeline for a draft of the revised Best Practices Manual. Pat said January. Bridget revisited the goal of regular staff meetings. The next staff meeting, she pointed out, will be the first with a new assistant director. At minimum we need a staff meeting each month. ;

We talked about the need to pay staff members more. Bridget suggested we think about ways we can advocate for better staff salaries. Charles suggested that some trustees go to the Finance Committee meetings to make our case, and that we could educate ourselves more by speaking to other library trustees about how they manage raises for staff members. Deb recalled that Pat McLeod once provided us with comparisons of our salaries to those offered at other county libraries. Current data like this would be helpful now. Pat Wilk said there should be an appropriate salary range attached to each of the new library positions. Pat McLeod said she has only been able to get five merit raises in the 22 years she has been there.

Quarterly review of recommendations from Director Evaluation (Bridget): We discussed progress on several points from our list of recommendations, including:

- regular staff meetings, monthly at minimum. (There was no staff meeting in November. The next staff meeting is December 4.)
- conduct individual job performance reviews (coming along)
- update job descriptions and share with employees and trustees (working on this)
- library best practices manual (staff members assigned sections)
- continue to train staff on technology
- adult programming (four-week sign language course in January. Kira working on that. Zoom meeting with fire chief about safety in the house. Jazz group in January via webinar. Quality virtual meetings with no technical issues and good performers is a problem other library directors have discussed. Chair yoga with Tasha. Will partner again with Southwestern Vermont Medical Center to provide some health programs. New children's librarian agrees we need to step up children's programming. Great reception to doodling workshop in the fall.)
- technology update (we have six new computers. New position title for Marta— Patron Engagement and Digital Resources.)
- collection development (transferring more of our budget lines from physical content to digital content)

- weeding :There is a lot of room on the shelves. Giving away a lot of discards)
- data-driven collection development decisions (have not reached this goal)

Other business to come before the board:

Charles: Business and Grounds Committee has not met this month. Next task is to research design for young adult space.

Pat McLeod: Some libraries have been buying staff members L.L. Bean fleece jackets with library logo for them to wear so that they can go out and deliver to cars. She will investigate this. Vestibule service won't work through the winter.

Bridget: We postponed updating our Master Plan until 2021. Our next quarterly review of Trustee Recommendations will be at the February meeting.

Peter moved to adjourn at 6:58 p.m. Deb seconded. All were in favor.

Next meeting: Wednesday, December 9, 2020 at 5:30 pm

Respectfully submitted,
Pat Wilk, acting secretary
December 4, 2020