

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

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

**Staff Present:** Kirsten Rose (library assistant director)

**Others Present:** Pam Art (representing the Friends)

The meeting was called to order by Bridget at 5:32pm. The library director is out this week, so certain items will have to be bumped to next month's meeting.

**Approval of Minutes from August Meeting:** (Pat Wilk)

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

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

Peter clarified some questions about the balance statuses from our previous meeting. The Trustees Annual Fund balance was \$36,316.36 last month. We will not have an accurate interest amount for that time period. There was a mistaken large deposit, which was intended for the library from the Friends, that has now been resolved. Deb moved to approve this previous month's amended report, Karen seconded, and all voted in favor except Peter who abstained.

Peter then presented a report of current fund balances and recent contributions for August.

Trustees Annual Fund, balance August 31, 2021	\$36,338.38
Interest July 31 – August 31, 2021	\$22.02
Carpenter Fund, balance August 31, 2021	\$10,296.80
Interest July 31 – August 31, 2021	\$5.40
Botsford Fund, balance August 31, 2021	\$74,286.93
Interest July 31 – August 31, 2021	\$38.95
Sara Tenney Osborne Fund, balance August 31, 2021	\$24,629.35

*Activity since August 1, 2021:*

Deposits:

August 9, 2021: \$300.00 (donation)

Debits:

August 9, 2021: \$75.00 (Jeffrey Agostini stipend for display)

September 8, 2021: \$75.00 (Jeffrey Agostini stipend for display)

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

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

The Friends had a retreat and brainstorming session which was very productive. Chapter Two is very strong, with over \$1000 in average weekly sales. The quality of book donations has been quite varied lately, and the Friends are hoping to emphasize quality over quantity to streamline operations and reduce unnecessary work. They are rearranging the donation center space for more efficient scanning of books. More volunteers will be needed to maintain staffing on all days. The Friends donated coupons to both the Williamstown Historical Museum's Hay Day and to welcome new residents of the 330 Cole apartments.

**Director's Report and COVID Updates:** (Kirsten Rose)

Kirsten gave an informal report as Pat is out. Summer reading was very strong this year. Programming, including the printmaking workshops, was also well attended. Metalworking and pastel painting workshops are coming up this month. Friday hours have been slow. The necessity of hiring the circulation manager is imperative – no more hours can be added until that position is filled. Patrons are following COVID guidelines reasonably well.

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

Planning has started on the new adult section, though work will start upon completion of the teen room, which is looking very good. We suggested that it be renamed "Information Services". Proposals for the adult space are being drawn up and then will be discussed in the building and grounds committee. Nathaniel Weissner, a Williams staff member, volunteered their time to assess our audiovisual needs in the community room and will give us a comprehensive recommendation.

**Circulation Policy:** (Micah Manary)

Micah will consult with the director to make sure there is nothing missing before presenting this again next month.

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

The address list and letter have been sent to the print shop, with a target mailing date of September 15<sup>th</sup>. Trustees should expect to be making personal thank you calls after the update goes out.

**Annual Director Evaluation:** (Bridget Spann)

Bridget, Micah, and Deb have completed their work, and Bridget will meet with the director upon her return, and present to the trustees after that is complete.

**Master Plan 2021:** (Charles Bonenti)

The committee has been composed, and their first meeting is September 29<sup>th</sup>. A review of the 2016 master plan shows that we did very well in accomplishing those goals. We acknowledge the new roles that libraries can and should play, in terms of both accuracy of information

provided and in being a safe space to discuss complex and difficult topics. We also note that while the planning committee will spearhead the 2021 master plan, input from all trustees, staff, and the entire community will be sought. The goal is to be done by the end of the fiscal year (June 2022).

**Departing Staff Gift:** (Bridget Spann)

The trustees discussed the idea of a possibly standardized thank you gift for departing staff. It could be something more practical, like a gift card, or more personal, like a plaque for years of service. We could also donate a book to the library in their name with a book plate. Trustees will consider the possibilities on their own and come back next month to evaluate.

**DIRE Resolution and Article 37:** (Bridget Spann)

This resolution, passed at the 2020 town meeting, obligates other town committees to report quarterly their work that falls under certain categories of diversity and inclusion. The trustees discussed various work they have been performing already, and Bridget will write a short report to be filed.

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

The next meeting is scheduled for Wednesday, October 13<sup>th</sup>, 2021, at 5:30pm.