

**Board of Trustees Meeting Minutes**  
**March 10<sup>th</sup>, 2021**  
**5:30pm**  
**Remote Meeting via Zoom for the**  
**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:** Pat McLeod (library director)

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

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

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

The minutes for the regular February meeting were presented with minor edits. Deb moved to approve these minutes, Charles seconded, and all voted in favor via a roll call vote, except Micah who abstained.

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

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

Trustees Annual Fund, balance February 25, 2021	\$42,970.74
Interest January 30 – February 25, 2021	\$34.95
Carpenter Fund, balance February 25, 2021	\$10,466.89
Interest January 30 – February 25, 2021	\$8.78
Botsford Fund, balance February 25, 2021	\$73,975.32
Interest January 30 – February 25, 2021	\$64.22
Sara Tenney Osborne Fund, balance February 25, 2021	\$24,629.35

Activity from February 25, 2021:

Deposits:

February 8, 2021: \$325.00

March 3, 2021: \$225.00

March 3, 2021: \$1,205.00 (Interest on Sara Tenney Osborne Fund)

March 10, 2021: \$50.00

Debits:

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

March 3, 2021: \$75.00 (Jeffrey Agostini stipend for display)

Charles moved to approve this report, Karen seconded, and all voted in favor via a roll call vote except Peter who abstained.

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

The Director will be taking a vacation this month. Ventilation replacement is almost finished. A number of smaller building improvement jobs are ongoing. The library will be keeping in circulation the Dr. Seuss books recently under scrutiny, and adding a note on each. Adult programming has been exceptionally high impact recently. The Friends will be contributing \$10,000, mostly for technology, supplies, and adult programming. The director plans to post the position of Patron Engagement and Digital Resources and then assemble a search committee after her return from vacation on March 29.

**Friends' Report:** (Ginny Sheldon, Michael Sussman)

Multiple local organizations are taking advantage of Friends' book donations. Books that cannot go elsewhere are being bulk sold through a new service. Friends leadership will have a slight adjustment as one member of the board leaves. The Friends expect to be able to continue the same level of financial support as previous years, despite the COVID pandemic.

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

All projects are continuing well. The re-design of the teen room is progressing with a number of innovative ideas. We should be seeking additional sources of funding as these new renovations are likely to want more than is currently committed.

**COVID Reopening Updates:** (Pat McLeod)

The staff is excited to be able to return to full in-person work, though with no definite timeline. Librarians are not currently eligible for priority COVID vaccines. Patrons also are hoping for open hours, especially for the use of computers.

**Annual Appeal:** (Karen Kowitz)

This year's appeal has yielded \$31,811 to date.

**Cell Phone Policy:** (Micah Manary)

Micah moved to approve the updated policy presented at the last regular meeting, Peter seconded, and all voted in favor via a roll call vote.

**Library Budget:** (Pat McLeod)

The library's budget is largely unchanged. There is a 1.5% cost of living increase for staff salaries. The town has approved an additional \$10,000 for staff salaries to increase retention and satisfaction. The town has committed to paying 50% of the custodian's salary, with the trustees covering the other half. The library is seeing major savings from the installation of solar panels. Natural gas usage was also notably lower. The total received from the town is up \$8,446.28 over last year.

**Quarterly Review of Recommendations from Director Evaluation:** (Bridget Spann)

Bridget and Charles met with the Director to discuss progress on each recommendation. The organizational chart was completed previously, and staff meetings have developed well over the

last year. Employee performance reviews are underway, but unfortunately not yet completed. Director plans to finish the final employee performance reviews in April. The director continues to work on the staff best practices manual, which is in draft form. The trustees hope that the evaluations can be solid, actionable data, so that the Director can act as necessary on them.

Micah moved to adjourn the meeting. Peter seconded. All voted in favor via roll call vote. The meeting was adjourned at 7:00 pm.

The next meeting is scheduled for Wednesday, April 14<sup>th</sup>, 2021, at 5:30pm.