

**Board of Trustees Meeting Minutes**  
**April 14<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, Micah Manary (secretary), Peter Mehlin (treasurer), Bridget Spann (chair)

**Trustees Absent:** Karen Kowitz, Pat Wilk (Friends liaison)

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

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

The meeting was called to order by Bridget at 5:35pm.

A serious ‘zoom-bombing’ occurred at the beginning of the meeting, including explicit videos and hateful comments and slurs. The trustees have reported the user accounts and will be following up with the town to help prevent this at future meetings. We apologize for the incredibly painful environment of the first few minutes.

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

The minutes for the regular March meeting were presented with minor edits. Deb moved to approve these minutes, Peter 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 March.

Trustees Annual Fund, balance March 31, 2021	\$41,544.39
Interest February 27 – March 31, 2021	\$42.13
Carpenter Fund, balance March 31, 2021	\$10,477.25
Interest February 27 – March 31, 2021	\$10.36
Botsford Fund, balance March 31, 2021	\$74,048.52
Interest February 27 – March 31, 2021	\$73.20
Sara Tenney Osborne Fund, balance March 31, 2021	\$24,629.35

Activity from March 1, 2021:

Deposits:

March 3, 2021: \$225.00

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

March 10, 2021: \$50.00  
April 6, 2021: \$100.00  
April 10, 2021: \$250.00

**Debits:**

March 3, 2021: \$75.00 (Jeffrey Agostini stipend for display)  
April 7, 2021: \$75.00 (Jeffrey Agostini stipend for display)

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

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

Staff Saturday hours are slightly expanded to accommodate extra work. The Spring Program schedule is posted, and quite diverse. Many programs are full already. The mural by local artist John MacDonald is installed and looking good. The HVAC upgrade is making sure to meet state specifications, requiring infrared lighting. There have been five applicants for the patron engagement and digital resources librarian, which are being reviewed. The library budget passed through the town financial committee without changes.

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

The Friends are renewing the license for use of library space. The volunteer group is growing and flexible. A gradual reopening process is planned, and is going appropriately slowly and carefully. All else is well.

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

There was no regular meeting or decisions made. The group had a small site visit for the next renovation phase in the teen room. There was an additional \$10,000 donation to the renovation fund.

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

The update to the HVAC is an essential element to reopening. There is no set date for reopening, though the library is moving in that direction. The current COVID situation in our area is still quite serious, but in the next months we are moving towards reopening. We are following all guidelines and recommendations closely.

**Staff Appreciation:** (Bridget Spann)

We are still trying to hit the right choice for a staff appreciation gesture, whether that be a gift certificate, gift, or event. We want to wait until we have more clarity around COVID to see if a gathering is possible.

**Parking Lot Policy:** (Micah Manary)

Micah presented the updated parking lot policy. There was discussion around a number of terms, and what constituted a legitimate non-library use of the lot. A small group of staff will help rethink the 6<sup>th</sup> item and present updated terminology at the next meeting.

**Trustee Assistance with External Grants:** (Charles Bonenti)

It is likely that our current budget will not fully cover the current phases of the renovation project. Trustees should be thinking about external sources of funding for specific parts of projects. We should also finalize the recognition of current and past donors for projects.

Micah moved to adjourn the meeting. Deb seconded. All voted in favor via roll call vote. The meeting was adjourned at 6:54pm.

The next meeting is scheduled for Wednesday, May 12<sup>th</sup>, 2021, at 5:30pm.