

Meeting Minutes of the Library Board of Trustees
Milne Public Library, 1095 Main St. Williamstown
Wednesday, September 14th, 2022 at 5:30pm

Trustees Present: Bridget Spann (chair), Charles Bonenti (vice-chair), Pat Wilk (secretary), Timothy Cherubini, Tamanika Terry Steward, Micah Manary, Robin Lenz

Staff Present: Pat McLeod (library director)

Others Present: Elizabeth Whitney (representing the Friends)

The Chair called the meeting to order at 5:30 p.m.

Approval of minutes from July 13th and July 25th

There wasn't a quorum present at the August 8th meeting. Therefore, there wasn't a vote to approve minutes for July 13th and July 25th. Voting was postponed until this meeting.

July 13th Meeting Minutes

Tim moved to accept the minutes as presented. Charles seconded.

Motion passed: 4 yes; 0 no; 2 abstaining

July 25th Meeting Minutes

Tim moved to accept the minutes as presented. Charles seconded.

Motion passed: 4 yes; 0 no; 2 abstaining

Approval of minutes from August 10th

The minutes from the August 10th meeting were not available for the group to read prior to the meeting. These minutes will be read and then approved at the October meeting.

Treasurer's report

Micah presented his report of transactions, accounts and expenditures. (Report submitted to Chair and the Board).

There was a discussion regarding contributions, investments and funds. Included in this conversation was a discussion about practices of reporting to the Board. Following discussion the following action was made:

Charles moved to accept the Treasurer's Report. Robin seconded.

Motion passed: 5 yes; 0 no; 1 abstaining

Director's report

Pat gave her report of programming, staffing concerns and actions, and internal building improvements. (See attached report). The Board asked a number of questions about various contents of her report for clarity and to get a sense of future actions.

Friends' report

Elizabeth offered her report of the Friends' activities since summer as well as provided an overview of future events and programming through the end of the year. (See attached report).

She made suggestions to the Board about ways the Trustees can support future programming efforts.

Building and Grounds Committee update

Charles requested that a building-needs assessment proposal by Centerline Architects of Bennington be referred to the library's B&G Committee for consultation with the town manager, select board and finance committee on whether it should be accepted and how it should be paid.

Micah moved to adopt Charles's request. Robin seconded.
Motion passed: 6 yes; 0 no.

Strategic Plan Committee update

Charles gave an update of the Strategic Plan, the process for finalizing it, and distribution of the plan. The deadline to submit the Plan is October 1st. A recommendation was made to approve the Plan.

A discussion followed about the Strategic Plan as it is presented and the short and long term uses of the Plan. An addition was offered to edit language in Goal #10 so that the intent of the objectives are reflected in its wording.

Following discussion the following action was made:

Micah to approve the Strategic Plan with the appropriate edits and additions. Timothy seconded.
Motion passed: 6 yes; 0 no.

Old business

1. Annual appeal update

Timothy gave a report of the project with details about timelines for the project, including deadlines, and printing and mailing costs. (Report attached).

There was a discussion about donor opportunities and correspondences so that the appeal had a greater reach and impact.

There was a unanimous agreement to approve the project with estimated costs.

2. 150th Anniversary

Bridget invited the group to consider serving on this Committee. Pat Wilk has offered to volunteer to serve on the Committee; Bridget accepted her offer. Pat will serve in the role to help plan and organize this event.

New business:

1. Acknowledgement for Strategic Plan Committee

Charles suggested that the Trustees support a special recognition to be planned for the Strategic Plan Committee. The recognition would be a gathering hosted by the Trustees as a way of thanking the members for their work. The Board was in support of the idea. The event will include light appetizers and beverages (alcohol and non-alcoholic). This event would be attended by the Committee and their guest, Trustees, and Library Director.

Discussion followed to discuss the format of the event. Bridget suggested that this event should occur early to mid October. Robin will assist in the planning. Following discussion the following action was made:

Tim moved to approve the event with Charles to act as planning chair with a budget set at \$500.00 for 20 people.

Motion passed: 6 yes; 0 no.

2. League of Women Voters - Banned Books Reading Proposal

The League of Women Voters is planning a 2023 event with the goal to bring together awareness of free speech and issues regarding censorship. They are looking for community involvement and opportunity to support local authors. A request was made to the Library to provide a representative who can help provide historical information and research. They would like the Trustees to be one of many sponsors of the event.

There was a discussion among the Board regarding the pros and cons of the request. The Board agreed to support and decided that the Library should be a participant through the Director and Library staff. The Director was in support of this suggestion. Elizabeth expressed interest on behalf of the Friends to be participants in this event. Robin will serve as the Trustee's liaison.

3. Staff appreciation gesture

Bridget proposed a Staff appreciation event as a gesture of gratitude for staff and volunteers. Tamanika will assist with planning. The Board agreed to offer \$1500 to the planning budget for 13 staff and 25 volunteers. Following discussion the following action was made:

Micah approved the Staff Appreciation event with a budget of \$1500.00. Charles seconded.

Motion passed: 6 yes; 0 no.

4. Appreciation event for Peter Mehlin's service to the library

The Board discussed an event to recognize Peter Mehlin's contributions and service to the Library. Pat Wilk to plan with assistance from Tamanika and Bridget. \$250.00 was the proposed budget for the event. The event will include light refreshments, a small program, and presentation of books to the children's collection. A possible date of the event will be on the day Peter's book club meets at the Library.

Adjourn

There was no other business to come before the Board. The Chair made a motion to adjourn.

Charles moved to adjourn. Robin seconded.

Motion passed: 6 yes; 0 no.

Next meeting: October 12, 2022 at 5:30pm