

**Board of Trustees Meeting Minutes**  
Milne Public Library, 1095 Main Street, Williamstown  
Wednesday, February 12, 2025 at 5:30pm

**Trustees Present:** Micah Manary (Chair), Jared Della Rocca (Vice Chair), Katy Evans (Secretary), Ben Lee-Cohen, Robin Lenz, Bridget Spann

**Trustee Absent:** Anna Halpin-Healy

**Staff Present:** Angela Zimmermann (library director); Sam White (library specialist)

**Others Present:** Bob Menicocci (Town Manager), Stephen Winkler (Friends' representative)

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

## Reports

### I. Staff Member (Sam White, Library Specialist)

Welcome Sam!

[Sam left at 5:34pm]

### II. B&G Report

Bob Menicocci, Town Manager, shared an update on the boilers:

- Both boilers have failed; no ability to repair them. The library is currently relying on a propane backup system.
- Minisplits would not be an efficient replacement due to limitations on very cold days.
- The best path forward is to replace both boilers (natural gas). The estimate with tax is \$88,000; should have an estimate without tax soon. Can start work within the next 2 weeks. Funds to be taken from the \$300,000 for capital improvements.

Green Communities grant cycle coming up - do we request grant to work on building insulation? We would then be responsible for cladding over the insulation.

Library at the top of the list for town buildings. In a good position because can access state funds too. Nothing has been decided yet about the town hall and

senior center. Library is its own entity and is encouraged to come up with a plan for building options and for fundraising. What would a fundraising plan look like? What would a bond look like (~8 years down the road)? What would an initial building plan look like?

Update on the screening fence: \$300K is money appropriated to the town for the library (not appropriated to the library) *for repairs*. Fence does not fall under “repair” category. Screening is required, but doesn’t have to be a fence.

Neighbors were complaining because the previous screening trees were no longer doing the job. DPW came on site and agreed that the fence would be appropriate. Communication breakdown from the library to the town; the library didn’t follow the necessary steps for a budget request for the fence.

[Bob left at 6:04pm]

### **III. Minutes from January Meeting (Katy)**

Micah moved to approve, Ben seconded. All voted in favor, except Katy, who abstained.

### **IV. Treasurer’s Report (Micah)**

We made about \$20,630 through the annual appeal.

Micah moved to accept the report and Jared seconded. All voted in favor.

### **V. Director’s Report (Angie)**

Next year’s budget: confirmed 3% cost of living increase. Will be speaking before Fin Comm to present budget.

Name tags with new logo. Website to launch March 3 (test site before then).

Temporary heating system (propane delivered every other day), covered by the town’s \$300K for library repairs.

Kira ordered books in honor of Judy and the 150th Anniversary celebration.

2024 Annual Report - beautifully done. Thanks to Brianna!

DPW will take the Centerline Report and complete the work on the windows and doors (to come out of the \$300K).

Fence: contractor has been paid; need to decide where it's coming from or it will hit the library's operations budget.

Jared moves to assign the \$19,500 payment to the Botsford Fund. Ben seconded. All voted in favor, except Micah, who opposed.

**VI. Friends Report (Stephen)**

Annual appeal went out. Newsletter went out yesterday (2/11).

**VII. Service Animal Policy (Micah)**

Micah moved to approve revised policy, Jared seconded. All voted in favor.

**VIII. Meeting Room Policy (Micah)**

Updated to reflect the change that repeating meetings are no longer prohibited.

"Donations can be accepted but not required with prior approval." → "Donations can be accepted with prior approval, but cannot be required."

Micah moved to approve with edits, Ben seconded. All voted in favor.

**IX. By-laws (Micah)**

Micah moved to add a line about the Chair establishing the agenda in consultation with the materials solicited by the Secretary, Ben seconded. All voted in favor.

**X. Town Warrant re: Trustee Terms (Bridget)**

7 total trustees - 4 are up for re-election in 2025, 2 in '26, 1 in '27. Would prefer the distribution to be 3, 2, 2.

To make the change, will need to first get it on the Town Warrant, talk with Town Manager. Then Rep. Barrett needs to get it voted on by the state legislature. Change would go into effect for those up for re-election in 2028.

Katy moved that the Trustees support the modification of Trustee terms in alignment with what Bridget proposes, Jared seconded. All voted in favor.

**XI. Thank you from David Milne (Micah)**

**XII. Improvements to Staff Area (Angie)**

Needs shelving, storage, appliances. Robin moved to approve up to \$2,000 from the Annual Fund for the staff improvements, Ben seconded. All voted in favor.

**XIII. Patron Behavior Policy (Micah)**

(First review of revision)

Raises larger questions about goals and role of the library, and its building.

“Appropriate Library Use” policy - made to be more welcoming and inclusive to all patrons. Recasting the rules to embrace the behaviors we want.

How do the staff feel about the change? Angie will report back at next meeting.

Review this policy again in March.

Robin moved to adjourn, Micah seconded. All voted in favor.

Adjourned by Micah at 7:19pm.

Next meeting March 12, 2025 at 5:30pm.

*Minutes written by Katy Evans, Secretary*