

# **Milne Public Library Trustees Meeting Minutes**

Milne Public Library, 1095 Main Street, Williamstown  
Wednesday, August 14, 2024 at 5:30pm

**Trustees present:** Micah Manary (Chair), Jared Della Rocca (Vice Chair), Anna Halpin-Healy (Treasurer), Ben Lee-Cohen, Robin Lenz, Bridget Spann,

**Trustee absent:** Katy Evans (Secretary)

**Staff Present:** Angela Zimmermann (library director)

**Others Present:** Elizabeth Whitney (representative from the Friends)

Micah called the meeting to order 5:30pm

## **Reports**

### **I. Approval of Minutes from July meeting (Katy)**

Clarification regarding the minutes: Robin understood that we would be making a decision about staying in this building or working on a capital campaign for a new library building, but that it hasn't been decided yet. Micah shared that he and Anna had a meeting with the Town Manager Bob Menicocci about the future of the building and that Bob expressed the hope that trustees would embark on a capital campaign for whichever option is decided, to build a new building or to make major renovations because if the Trustees can raise some money, that will make the future decision more palatable to the town. Micah moved to approve the minutes with the following edit: "a new library building or a major renovation, including..." Jared seconded. All voted in favor.

### **II. Friends' Report (Elizabeth)**

Sales are going well at Chapter Two Books, which will participate in a Spring St. end of summer event on Aug 23 from 5pm-7pm. Friends held their annual strategic planning meeting, during which three groups considered risks to organization, governance, and future opportunities. An overriding theme is the need to continue to have a good sustainability plan: volunteers run the organization and the store, so they need to have good people coming up the pipeline. At least one long-term person will be stepping down, so if we know of anyone who would be a good candidate, please let Elizabeth know. There is no Friends meeting in August; the next meeting is Sept. 18 (Robin is scheduled to attend). Thank you to Trevor Babb for the triangular book display that he created for the 4th of July parade, which is currently in use at the library with a New York Times best books display. Elizabeth left after giving the Friends Report.

### III. Treasurer's Report (Anna)

<b>Annual Fund</b>	<b>May 2024</b>	<b>June 2024</b>	<b>July 2024</b>
Beginning Balance	\$34,385.59	\$25,145.68	\$24,764.13
Debits	-\$9,288.85	-\$415.00	-\$5,672.51
Donations			\$150.00
Interest Earned	\$48.94	\$33.45	\$36.77
Ending Balance	\$25,145.68	\$24,764.13	<b>\$19,278.39</b>
<b>Carpenter Fund</b>	<b>May 2024</b>	<b>June 2024</b>	<b>July 2024</b>
Beginning Balance	\$10,584.01	\$10,599.62	\$10,613.74
Debits			
Interest Earned	\$15.61	\$14.12	\$16.16
Ending Balance	\$10,599.62	\$10,613.74	<b>\$10,629.90</b>
<b>Botsford Fund</b>	<b>May 2024</b>	<b>June 2024</b>	<b>July 2024</b>
Beginning Balance	\$76,357.48	\$76,470.07	\$76,571.91
Debits			
Interest Earned	\$112.59	\$101.84	\$120.20
Ending Balance	\$76,470.07	\$76,571.91	<b>\$76,692.11</b>
<b>150th Anniversary</b>			<b>July 2024</b>
Ending Balance			\$1,064.33

<b>Other Funds</b>	<b>January 2024</b>
Conway Glick	\$ 0.30
Craig	\$ 12,972.33
McFarland	\$ 303,575.28
Tenney Osborne	\$ 24,629.35
Trustee, Friends allocation for renovation fund	\$ 2,361.44

Due to a mistake on the invoice, the final bill of \$5,504.35 from Countryside Landscape for tree removal and stump grinding was more expensive than the payment of \$4,458.00 approved at the July trustee meeting, and the overdue bill needed to be paid before our August meeting; Anna consulted with Micah and they made the executive decision to pay it. Jared made a motion to approve the extra amount of the Countryside; Ben seconded; all voted in favor. Discussion ensued about having a policy about overages. If there is a bill that needs to be paid before the next meeting, and the board has already approved payment, but the amount is greater than the amount approved, the board expects the treasurer to connect with the chair for approval to pay a bill.

Micah moved to approve the treasurer's report and guidance to the treasurers; Jared seconded. All voted in favor except Anna who abstained.

#### **IV. Director's Report (Angie)**

Angie shared highlights from her comprehensive report: the interns finished and their work was incredibly successful, so Angie is excited about having more summer interns. The extended hours on Tuesday and Thursday evenings are starting in September. Staff update: Jack is resigning and moving out of town; October 4 is his last date, which is the same day as a staff inservice training day.

The financials are completed for this past year, and Angie worked on the ARIS report (2025 MA Annual Report Information Survey). Angie and Micah had a meeting with the Town Manager Bob Menicocci about the money that has been allocated to the library for capital repairs, both the \$300,000 and other amounts that were approved years ago for lighting and window

replacements and carried over as encumbrances; these funds will disappear if not spent by the end of this fiscal year. The library budget is over by \$71,000, which was anticipated due to approved increases in staff salaries; the town allocated \$50,000 to address the wage inequities identified by the classification and compensation study. Now that the wage increases are made, they will be included in the library's budget. Micah motioned that we approve the ARIS report, which Micah, as the chair, will sign; Anna seconded. All voted in favor.

#### **V. B&G Committee Report (Robin)**

Robin shared highlights from the recent B&G meeting: They welcomed trustee Ben Lee-Cohen to the B&G Committee and discussed the division of labor between Robin and Ben on the B&G Committee with Robin focusing on the grounds and Ben focusing on the building. The B&G Committee has succeeded in getting the town more involved to address the issues outlined in the Centerline Report. The town did a building check for code compliance and determined that we don't need to address everything outlined in the Centerline Report. Discussed the role of the B&G Committee: To support the library director and assist the trustees to stay on top of building issues.

A helpful accomplishment of this summer was the use of a spreadsheet created by Angie, which clearly outlines who is responsible for what with respect to the building and the Department of Public Works, the Finance Committee, the Library Director, and the B&G Committee.

Discussed the idea of using the website to include public documents; a Google Drive would be helpful to use so people could easily reference documents, but trustees weren't certain if that is permissible with Open Meeting Law. Micah agreed to research how other boards handle it and confirm what is legal, so we will revisit this issue once we have more information.

In reviewing the B&G Committee minutes, Anna asked how a new sign was purchased that was determined to be too small and installed on the wrong posts, and is there a plan in place to ensure that mistakes like these don't happen in the future. Robin reviewed the course of events that led to it and the lesson learned about needing clarity about decisions made. The B&G Committee recommends for now that we wait for the library to finish rebranding the logo and for the town to rebrand town signs before we make any changes to the sign.

#### **VI. Circulation Policy Update (Micah)**

Micah proposed postponing the approval of this policy in order to have more time to prepare.

#### **VII. Fundraising Update (Micah)**

Reviewed draft of appeal letter. Jared motioned to approve the appeal letter; Ben seconded. All voted in favor.

### **VIII. Letter from Patron (Micah)**

Discussed a letter from a patron directed to Micah regarding a dispute about the parking lot: Patron wishes to park in a shaded area on the grass and to leave a dog in the car up to one half hour while at the library, which is a violation of the parking policy. Patron has talked with the Assistant Director about this issue. During discussion, trustees affirmed our parking policy and requested that Micah write a letter to the patron to acknowledge receipt of the complaint and to note that the trustees affirm our current parking policy. If needed, Anna is available to edit the letter.

### **IX. Performance Goals/Evaluation (Micah)**

In conjunction with a performance review, trustees should have some goals for Angie's first year, mainly for the next 6-12 months. The goals should be growth-oriented and designed to genuinely help focus her work. Micah requested one or two trustees to assist in drafting them. Jared and Anna will collaborate on this, so trustees should send them any suggestions. The performance evaluation must be completed in an open meeting and performance evaluations are public documents. For reference regarding its format, Bridget will share past performance evaluations with Jared and Anna.

### **X. Other Business**

Bridget suggested that trustees ask for time on the agenda of a September Select Board meeting in order for a trustee and the library director to officially introduce Angie and to give updates about all of the happenings at the library as there are many positive new updates to share. Micah is scheduled to attend fire department training on Monday evenings, so Jared, the Vice Chair, will contact the Select Board chair about this idea and coordinate it with Angie's schedule.

Micah moved to adjourn at 7:31pm; Jared seconded. All voted in favor.

Next meeting is scheduled for Wednesday, September 11, 2024 at 5:30pm.

Minutes submitted by Bridget Spann, substituting for the secretary, Katy Evans