

Board of Trustees Meeting Minutes
Milne Public Library, 1095 Main Street, Williamstown
Wednesday, January 8, 2025 at 5:30pm
Final Draft Approved 2/12/25

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

Staff Present: Angela Zimmermann (library director)

Others Present: Stephen Winkler (representative from the Friends), Judy Ensign (150th Anniversary Celebration committee chair)

The meeting was called to order by Micah at 5:31pm. Trustee photos were taken for the website.

Reports

I. Staff Member

Welcome Brianna Christie, new Marketing and Communications Strategist! Current projects include graphic design, social media, the newsletter, the new website (March 3 launch date), 2024 annual report, DEI Committee.

II. 150th Committee Report, Comments, and Funds (from New Business) (Judy)

There's \$336.39 left in the 150th Anniversary account.

Trustees will send a thank you note to MountainOne for their donation (Bridget will draft). Robin will express thank you to Friends for their contributions at the next Friends meeting.

During reflection on the year of events, it was noted that there was a good diversity of different types of programming. We could have done a better job at integrating the events into the operations of the library and encouraging staff engagement.

Bridget moved that the Trustees absorb leftover funds into the Annual Fund, with a portion used for Judy's thank you gift. Micah seconded and all voted in favor.

Micah will send a note to the Friends to double check they're okay with this use of the leftover funds.

III. Approval of Minutes from December Meeting (Katy)

Ben moved to approve the minutes from the 12/11/24 meeting, Robin seconded. All voted in favor, except Katy who abstained.

IV. Treasurer's Report (Anna)

So far the Annual Appeal has generated \$19,235 in donations.

Since one donation to the Board came in the form of a check made out to the Friends, it was noted we should add a line in the appeal letter about who to make checks out to.

[Micah had to leave to respond to an emergency at 6:06pm]

Discussion was held about the \$75 monthly stipend to Jeffrey Agostini for creating displays. Jeffrey is no longer doing this type of work at the library.

Jared moved to end the stipend, Ben seconded.

Discussion ensued, including whether there are other tasks he could do for this stipend amount (nothing obvious).

The motion was amended to add that February will be the last payment and the end of the stipend will be communicated to Jeffrey by library staff (Debbie or Angie). Board members are available for support, if needed.

[Micah returned at 6:16pm]

Amended motion seconded by Anna. All voted in favor, except Micah who abstained.

Bridget moved to approve Treasurer's Report, Katy seconded. All voted in favor, except Anna who abstained.

Fund Balances as of December 31, 2024:

Annual Fund	\$20,712.39
Carpenter	\$10,691.72
Botsford	\$77,134.45

Conway Glick	\$0.30
Craig	\$12,972.33
McFarland	\$303,575.28
Tenney Osborne	\$24,629.35
Trustee, Friends renovation fund	\$2,361.44
150th Anniversary	\$336.39
TOTAL	\$452,419.65

V. Director's Report (Angie)

A reminder that the Legislative Breakfast will be held January 31 in Pittsfield.

The 2024 Annual Report will be circulated soon.

Discussion occurred around designing a new library logo and the broken boiler. Laureyns is still analyzing the issue.

Update on fence invoice: Jared and Angie are meeting on Tuesday with Bob to discuss the use of the \$300K fund for capital improvements. Encouraged to include a select board member. Regardless of how the fence invoice issue is resolved, we need a larger conversation to clarify the process for utilizing these capital improvement funds, especially because they need to be used by June.

Ben made a motion that some members of the Board present at a Select Board meeting within the next 6 weeks with a proposal for how to spend the \$300K on capital improvements without delay, and to clarify our ability to spend these funds more generally. Jared seconded.

Discussion ensued, including about whether a Select Board Meeting is the best location for this conversation. The conversation should include Fin Comm, Bob, Angie, DPW, three Trustees (Jared, Micah, Robin), a couple Select Board members, and Town Counsel.

Ben amended the motion to move that the Board institute a "laddering" approach from a small group conversation, to the medium group named above, and then on to the full Select Board if no satisfying resolution is reached. Katy seconded the amended motion. All voted in favor.

VI. B&G Report (Robin)

Standstill with projects because of the funding issue.

The committee received a presentation from Ben Diffley with a recommendation for a natural playground area on library grounds.

The committee is also looking to improve the garden on the north side of the property (the no-mow area).

They are ready to go to RFP from landscape architects. Robin will look into the cost and come back with more info.

VII. Friends Report (Stephen)

Newly elected Friends officers.

VIII. Service Animal Policy (Micah)

Discussion of edits to the draft policy. Katy will send feedback to Micah.

IX. Meeting Room Policy (Micah)

Discussion of edits, including whether to allow repeating meetings and meetings led by youth under 18.

X. MBLC Data

XI. Library MakerSpace (Ben & Angie)

Is a MakerSpace a priority for the library right now? Friends are supportive.

Ben and Angie will be able to talk more about the value of a MakerSpace (pros and cons) at next month's meeting.

XII. FY 2026 Budget (Angie)

Maintenance budget, no changes except for COLA. Set to go to FinComm by Feb. 15.

Discussion occurred around consistency in weekly hours for full-time staff. Micah moved that the Board is in support of the Director moving all full-time staff positions to a consistent 37.5 hours per week. Jared seconded, all voted in favor.

XIII. DEI Report to DIRE Committee (Katy)

Library DEI committee met on Monday and will be meeting again next month. Plan to create a rubric for reviewing library policies through a DEI lens.

Micah moved to accept the report as presented and send it to DIRE. Ben seconded, all voted in favor.

XIV. Updating Bylaws (Micah)

Due to the lateness of the hour, Katy moved to table this until next month's meeting. Jared seconded, all voted in favor.

XV. Other Business

4 Trustees will be coming up for re-election at the same time - is there a way to fix this in order to spread out this potential turnover?

Trustees would like to offer a staff appreciation event in February. Micah moved and Jared seconded that up to \$1,000 from the Annual Fund can be used for this event. Bridget will consult with Angie to plan.

Jared raised the question of whether we should meet more than monthly, due to the amount of work needed. This would give us more time to review and update policies. Possibility of adding a special meeting to review policies, as needed?

Ben moved to adjourn, Anna seconded. All voted in favor.

Micah adjourned the meeting at 8:11pm.

Next meeting is Wednesday, February 12 at 5:30pm.

Minutes written up by Katy Evans, Secretary