

David and Joyce Milne Public Library  
Board of Trustees Meeting  
Wednesday, November 9, 2011

Present: Marilyn Faulkner, Mark Maniak, Peter Mehlin, Nancy McIntire, Rebecca Ohm, Kathleen Schultze, Director Pat McLeod, and Chair of Friends Ginny Sheldon. Absent: David Dewey

1. The meeting was **called to order** at 5:40 by Chair Marilyn Faulkner.

The minutes for the October 21 meeting were approved on a motion by Nancy McIntire.

2. **Treasurer's Report** Peter Mehlin reported for Oct 1 - Oct 31, 2011  
The Trustee Fund account balance is \$91,197.15; interest is \$38.93. The Carpenter Fund is at \$9,854.04; interest is \$5.01. The Botsford Fund is at \$83,620.30; interest is \$42.47. Deposits to the Trustees Fund total \$1,545.00. Debits include \$88.00 for stamps.

The Treasurer's Report was accepted unanimously on a motion by Nancy McIntire.

3. **Director's Report** Highlights: Annual Fund is at \$28,001; with 300 households and 70 new donors. Many hours were spent tabulating donations in spreadsheets, printing and mailing thank you notes, etc. Director Pat McLeod attended the New England Library Conference and participated in several useful workshops. The Library hosted many very popular programs for adults and children, with 141 total people at all events. For some of these programs, the Book Sale books have to be removed from the book-sort room to accommodate attendees; this is hard logistically and places a large burden on staff.

The Library is no longer working with Berkshire Direct; i3 Marketing will be working on the website re-design. Digital downloads from July 1 – Oct 31 were 275; mostly e-books, not audio-books. Last year's count was 471 for the entire year. There is not enough product to meet demand; one problem is that through the OverDrive system, only one title can be "loaned" at a time and not enough titles are available through the CWMARS cooperative.

4. **Committee Reports** The Friends' Fund Drive will start in late November. Chair Ginny Sheldon requested that the Board of Trustees meet at the Williams Inn for the December 14<sup>th</sup> meeting to make it easier for the Friends to schedule their Annual Meeting and celebration.

5. **Old Business**

- The Williamstown Historical Museum is proceeding with its signage installation.
- Renovation Plans: John and Martha Storey will be meeting with Director Pat McLeod and Board Member Nancy McIntire to review the plans and strategies
- By-Laws: The revised By-Laws will be up for review by Town Counsel soon.

6. **New Business**

- There was some discussion about when to send reminder letters for the Trustees' Fund Drive; after New Year's will probably be the right time. Special thank you notes will be sent to donors of over \$250.
- Board Member Rebecca Ohm asked if there was interest in cooperating with Williams College on the Human Library Project, scheduled for February 24 and 25 on campus in Paresky Hall. Cooperation would mostly involve some publicity and in suggesting "books" for the Human Library events.

7. The next meeting will be December 14, 2011 at 5:30 PM at the Williams Inn.

8. The meeting was adjourned at 7:50

Documents distributed at this meeting:

Agenda for Nov 9, 2011 meeting  
October 21 Minutes  
Treasurer's Report  
Director's Report

Respectfully submitted  
November 22, 2011

Rebecca Ohm, Secretary

