

David and Joyce Milne Public Library  
Board of Trustees Meeting Minutes  
Wednesday, December 14, 2011

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

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

The minutes for the November 9<sup>th</sup> meeting were approved on a motion by David Dewey.

2. **Treasurer's Report**

Peter Mehlin reported for Nov 1 - Nov 30, 2011.

The Trustee Fund account balance is \$99,060.92; interest is \$46.77. The Carpenter Fund is at \$9,858.89; interest is \$4.85. The Botsford Fund is at \$83,661.42; interest is \$41.12. Deposits to the Trustees Fund total \$1,245.00. Debits include \$384.00 for materials and labor to install holiday lighting.

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

3. **Director's Report**

Highlights: The Trustees Fund is doing well; the new expanded list of donors is being compiled and refined. Director Pat McLeod is investigating new, more efficient and accessible shelving for the media room. The migration to the Massachusetts Library System's (MLS) Evergreen shared online catalog has been pushed back again; realistically, it may not be online until the end of the semester. As the system is being transitioned, patrons are advised to carry their library cards to help keep the borrowing process more accurate; children's cards can be kept at the Children's Room desk. Plans are underway to collaborate with the Bennington Library for projects related to the Clark's Chinese Art exhibit.

The Annual Fund is now at \$30,276, with 336 households contributing, including 88 new donors.

Pat is still waiting for the website design company, i3 Marketing, to submit a plan for the revised design.

4. **Committee Reports**

Friends: At the Annual Meeting December 14<sup>th</sup>, long-time member Gay Scarborough will be acknowledged with a gift in her name to the library construction fund when it is formally established. Bud Riley is stepping down as Treasurer after several years of service. He will remain a volunteer and member.

**5. Old Business**

Renovation Plans: Board Member Nancy McIntire will initiate another nucleus committee to determine library needs re: renovation and updating. They will be looking at needs 5-10 years out, concentrating on specific projects, such as an elevator to make the basement more functional. John and Martha Storey will continue to be involved. The Master Plan from 2005 and annual updates required by the state every year will be consulted as part of this process.

By-Law Revision: This issue should be resolved by the next meeting; our revisions are being reviewed by Town Counsel.

**6. New Business**

Custodial issue: After discussion, on a motion by Mark Maniak, the Board voted to support Public Works Superintendent Chris Lemoine's reassignment of the previous custodian to a position other than in the Library. Director Pat McLeod is very pleased with the high quality of work performed by the newly-assigned person.

Staff Bonus: Library staff members will each receive a \$100 Holiday bonus through regular payroll.

The annual Legislative Breakfast will be held at the Berkshire Athenaeum January 27 at 8:00am.

Chamber of Commerce membership: After discussion, the Board advised Director McLeod to look into the cost of this membership. The Library only has 3 FTE.

**7.** The next meeting will be January 11, 2012 at 5:30 PM at the Milne Library.

**8.** The meeting was adjourned at 6:50

Documents distributed at this meeting:

Agenda for December 14, 2011 meeting  
November 9<sup>th</sup> 2011 Minutes  
Treasurer's Report for November  
Director's Report for November  
Building renovation / addition review

Respectfully submitted  
January 13, 2012

Rebecca Ohm, Secretary