

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

Present: Jeanne Driscoll, Marilyn Faulkner, Mark Maniak, Nancy McIntire, Tom Mahar, Peter Mehlin, Director, Pat McLeod and Friends' Representative, Ginny Sheldon.

Absent: Rebecca Ohm

Guests: Ron Griffin, President and Tim Eagles, Principal of edm and Megan Foley, Reporter from The Transcript.

1. The meeting was **called to order** at 5:34 p.m. by Chairman, Marilyn Faulkner.
2. The **minutes** of the February 9, 2011 meeting were approved as distributed with one correction of a typo upon a motion by Tom Mahar, second by Mark Maniak.
3. **Treasurer's Report:** Peter Mehlin reported that the Town was not able to complete the report by the date of our meeting. The last report showed an Annual Fund Account Balance was \$99,982.52. Pat McLeod reported that the Trustee's Annual Fund was at \$29,675. In addition, she has just received another \$100 donation.
4. **Special Report from edm:** Tim Eagles presented a review of the design presentation which we and they will be bringing to the Selectmen and to Town Meeting for approval to accept the Construction Grant which we have applied for from the Mass. Board of Library Commissioners. The review focused on the reasons for the project, the architect's rendering of the exterior view and floor plans of the three phases of the project. The Library would be able to stay open throughout all 3 phases. The review was particularly helpful to the new Trustees.
The project will be presented to the Selectmen and an information sheet will be drafted for distribution. The charts will be displayed on easels in the library, at the Selectmen's meeting and in the cafeteria at Town Meeting, May 17. Pat will set up public meetings to present the project at the Library and, possibly, at the Harper Center. Upon completion of questions and answers, the three guests left the meeting.
5. **Director's Report:** The Monthly Report for February 2011 was distributed. Universal Class an educational service offering course instruction for Continuing Education Units will be available from the Milne web site beginning April 1. Jack Karo, of the Mass. Board of Library Commissioners' review board made an inspection visit to the library in reference to our grant application. Gail Cariddi, our newly elected State Representative, will arrive at the Library on April 22nd at 9:30 a.m. to tour the facilities, see the plans for the building project, Read to the Children and review the plans for the Friend's Book Sale.

6. Committee Reports:

a. Buildings and Grounds: Pat McLeod and edm supplied information in their reports which covered Building and Grounds.

b. Friends: The cookbook's name has been changed from The Cabin Fever Cook Book to Cooking With Friends. John MacDonald will be contributing art works to the project. Cindy McFarland has been involved and is very helpful. A tri-fold mailing of Bibliofile is going in the mail plus a separate mailing will be sent to members. National Friends of the Library day is April 16.

7. Old Business: Donations in response to the post card reminders and to the personal notes to previous donors who have given \$100 or more in the past are continuing. We are very close to our goal of \$30,000 this year. The most recent Bylaw Revision Draft was discussed and adopted pending Town Counsel approval by a unanimous vote of those Trustees present.

The Director explained some minor shifts in the line items of library funds in the Town Budget. The totals remained the same. The remaining 2011 available budget total is \$144,146.50. 69.6% has been expended.

9. New Business: Committee assignments will be reviewed with the advent of building project plus the changes in Trustees. The Fund Raising Committee will have a major role in planning for the future. Marilyn was unable to confirm who has taken out candidate papers for the two open Trustee positions on the town ballot except for Kathleen Schultz.

The Staff Appreciation Breakfast is scheduled for Thursday, March 17, at 8:30 a.m. at The Williams Inn for "Green Eggs and Ham." Trustees are invited to attend.

9. Distributed at the meeting:

1. Agenda
2. Minutes - February 9, 2011
3. Director's Monthly Report - February, 2011
4. Year to Date Budget Report, Town Line Item 61101 - Library, FY 2011, 3/2/11
5. Library 61101, 2012 Budget Workbook, 2/3/2011

10. Adjourned: 7:37 p.m. The next meeting will be Wednesday, **April 6th at 5:30.** (Note the change in date.)

Respectfully submitted,

Jeanne Driscoll, Secretary

David & Joyce Milne Public Library 1095 Main St.

Williamstown, MA 01267

Phone (413) 458-5369

Fax (413) 458-3085

www.milnelibrary.com