

David and Joyce Milne Public Library
Board of Trustees Meeting Minutes
Wednesday, August 19, 2015

Present: Rebecca Ohm, Karen Kowitz, Peter Mehlin, Pat McLeod, Katherine Myers, Sue Pike (Friends),
Absent: Kathleen Schultze

The meeting was called to order by Rebecca Ohm, at 5:33PM.

1. Approval of minutes of June 10, 2015 Trustees meeting was postponed due to lack of quorum of meeting attendees.

2. Treasurer's report: (see attached)

Peter Mehlin reported Trustees Annual Fund Account balance \$70, 819.62, interest \$30.98; Carpenter Fund balance \$9,936.70, interest \$4.21 and Botsford Fund balance \$85,494.57; Sara Tenney Osborne Fund \$24,629.35. There had been a lot of activity since the July 31 report date as many donations have come in for annual fund. Peter also reported that there would be a \$1047.99 withdrawal very soon to pay the Print Shop for mailing annual appeal and noted that this was approximately what we had paid Zip n Sort in the past but we were getting much more service.

3. Committee Reports

A. Friends -- Sue Pike:

An email from Stephen Dravis detailing progress with EDM is attached. Tim Eagles has recommended a contractor and Stephen is waiting to chose contractor before pulling permits. Pat said work should be fairly quick. Sue said sub-group of Friends board was meeting on Thursday, August 20 to begin to hone in on the donation process and possibly investigate other storage possibilities including a pod from Connors Brothers if the work can not be completed in time. Pat said that planning was underway for an efficient drop off zone.

4. Director's Report (attached)

Highlights include: Increase in donors to the Trustees annual fund both through new donors and donors who have not given in several years. Unfortunately parking lot/sidewalk bids were much higher than estimated and work will not be completed by September as hoped. A portable air conditioner has been a great addition to back rooms this summer but there is a plan to air condition the back part of the building (see new business.)

5. Old Business

Survey closed on July 1. Rebecca will meet with Pat before calling a meeting of the Planning committee. We have funding for a facilitator and Pat will call Christy Chadwick who facilitated the initial session. Revised plan should be completed before the end of the year.

6. New business

Board saluted and thanked Mark Maniak for his long service on the board and Sue Pike particularly called out his annual assistance at the end of the sale.

There are now two vacancies on the board to fill by appointment. Bridget Spann and Charles Bonenti have already been approached and agreed to serve. Katherine will finalize with Bridget and Rebecca will contact Charles. They will both only serve through May. Pat will discuss with Mary Kennedy the process for bringing these appointees before the selectmen for approval.

Pat presented to board what she intends to ask the Friends to fund this year. It is similar to previous years but Pat will ask for an additional \$2500 for a storage cabinet for craft supplies. The budget for professional development is higher than last year because more employees are available to attend meetings and conferences.

A donor has come forward who will pay for 4 small ductless units to air condition the back of the library as the first step toward creating a quiet reading room. Trustees will need to cover furniture, carpeting, etc after the AC has been installed.

Pat showed trustees new chairs she is planning to ask Friends to purchase for the library.

A motion to adjourn was made by Karen Kowitz and seconded by Peter Mehlin. Motion passed unanimously at 6:35.

Next meeting: Wednesday September 16, 2015 at 5:30.

Documents distributed at this meeting:

- Agenda for August 19, 2015 meeting
- Treasurer's Report for July 1-31, 2015
- Director's monthly report
- Picture and ordering information for possible chairs
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Respectfully submitted August 20, 2015

Katherine Myers, Vice Chair