

David and Joyce Milne Public Library
Board of Trustees Meeting Minutes
Wednesday, June 10, 2015

Present: Rebecca Ohm, Kathleen Schultze, Peter Mehlin, Pat McLeod, Mark Maniak, Katherine Myers, Mike Sussman, Ginny Sheldon, Sue Pike (Friends), Donna Chenail(WHM)

Absent: Karen Kowitz

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

1. Minutes of May 2015 Trustees meeting were approved.

2. **Treasurer's report:** (see attached)

Peter Mehlin reported Trustees Annual Fund Account balance \$76, 227.96, interest \$30.46; Carpenter Fund balance \$9,928.15, interest \$3.93 and Botsford Fund balance \$85,494.57, quarterly interest \$89.15; Sara Tenney Osborne Fund \$24,629.35. Peter reported on 2 disbursements during the month of May: survey of outside property to determine possible access points to basement and new garden shed erected by library custodian to store gas powered lawn equipment.

3. **Addition to the agenda** – Rebecca added the election of 2015-2016 Trustee officers to the June agenda. A slate of nominees was formulated:

Rebecca Ohm for Chair
Katherine Myers for Vice Chair
Kathleen Schultze for Secretary
Peter Mehlin for Treasurer
Michael Sussman for Liaison to the Friends

The Trustees unanimously accepted this slate of Trustee officers for the 2015-2016 term.

4. **Director's report:** Highlights: (see attached complete report)

Pat attended the Book Expo in NYC and had a wonderful and fruitful experience. She thanked the Friends for their support of her travel expenses.

The garden shed has been installed in back of library for storage of gas powered lawn equipment. The abutting neighbors have been cooperative.

Pat reported on the notification she received from the Town about the magistrate court hearing for fines that were not paid by Morris Raker for his guinea hens that were on the library property. Pat has been asked to attend that hearing along with the Town Animal Warden and the Town head of Community Development. The Trustees discussed the appropriateness of a Library representative being at this court hearing and it was decided that there is no need for Pat or any of the Trustees to attend.

A donation came through the Berkshire Taconic Foundation earmarked for both the library and Friends. Pat and Mike Sussman (treasurer for the Friends) worked together to give donation to Friends and the operating budget.

The library will be making changes to the Circulation desk to streamline the check-in process for circulation items. The new process will help to minimize operator error and have the items checked in and shelved more efficiently.

5. **Committee reports:**

a. **Friends** – Sue Pike & Ginny Sheldon

The Southworth bldg. has been vacated by the Friends. Inventory has been stored temporarily at The Williamstown Savings Bank. The Friends, with Trustee support, will return to operating out of the library starting in the fall. The Friends board will be meeting with Pat over the summer to

figure out how to accept new donations for Book Sale 2016 and storing them at the library while a more permanent solution is being worked on.

6. Old Business

- a.) Survey Update – Pat will send the last reminder email blast to encourage people to complete SurveyMonkey by July 1. There have been 350 on-line returns and 60 paper returns.
- b.) Trustees Annual Appeal letter – Final Appeals letter has been completed and Trustees have signed. They will hire the Print Shop to print and mail out letters. Pat and Peter agreed to form a subcommittee to contact Print Shop and arrange for mailing by end of June.

7. New Business:

- a.) Budget requests (see attached) – Pat distributed the end of the fiscal year 2015 budget disbursements. The CW/MARS bill = \$10,618. Pat will be able to pay this through the budget and is not requesting Trustee funds for this as she had previously indicated.
- b.) Departing Trustees Appreciation – Rebecca recognized Geoff Hedden and Dave Dewey for their service on the library Trustees. Neither was present at this meeting and Rebecca will send them both appreciation notes.
- c.) New Trustees – Michael Sussman and Karen Kowitz who could not be present tonight were welcomed by the Board. Pat completed New Trustees orientation with Michael and plans to schedule a time for Karen to orient.
- d.) Rebecca distributed the meeting schedule for 2015– 2016 (see attached). The July 2015 Trustees meeting has been canceled.

Next meeting: Wednesday **August 12, 2015** at 5:30.

The meeting was adjourned at 7:00PM

Documents distributed at this meeting:

Agenda for June 10, 2015 meeting
Approved minutes of May 2015 Trustees meeting
Treasurer's Report for May 1-31, 2015
Director's monthly report
2015 Year-to-Date Library Budget Report
Board of Trustees Scheduled Meeting Dates 2015-16

Respectfully submitted
June 30, 2015
Kathleen Schultze , Secretary