

David and Joyce Milne Public Library
Board of Trustees Meeting Minutes
Wednesday, November 18, 2015

Present: Rebecca Ohm , Kathleen Schultze, Peter Mehlin,, Katherine Myers, Karen Kowitz, Charles Bonenti,
Julie Bath (Friends),

Absent: Pat McLeod, Bridgit Spann

The meeting was called to order by Katherine Myers, Vice Chair at 5:35PM.

1. Minutes of October 2015 Trustees meeting was approved.

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

Peter Mehlin reported on Oct 1-31, 2015 as follows: Trustees Annual Fund Account balance \$87,765.32, interest \$35.76; Carpenter Fund balance \$9,949.07, interest \$4.08 and Botsford Fund balance \$85,861.05; Sara Tenney Osborne Fund \$24,629.35. Peter reported on activity during Oct as well as activity since Oct 31. Trustees agreed that including activity during the month as well as since the end of reporting period was a good practice. Peter will include this information on each monthly Treasurer's report. Report was accepted as presented.

3. **Director's report:** (see attached report)

Pat absent. She sent abbreviated monthly report

4. **Committee reports:**

a. Friends – Julie Bath

Renovations to basement will start next week. The contractor, Moresi Associates has been delayed due to commitment to another job. Materials have been delivered. Renovations should be completed in less than a week.

Friends annual membership drive will begin Dec 1

Book Sale (see attached Book Sale Report) Friends are planning to establish a steering committee to discuss and determine long range planning for future annual Book Sale. They are going to request library Trustee members also serve on this committee. Trustees have been invited to Friends annual meeting on Dec 9 followed by Friends Holiday Party. The formation of a steering committee will be on the agenda at this annual meeting.

Trustees will help staff the December Holiday Walk Friends table – Dec 5

5. **Old Business**

a.) Trustees Annual Appeal – Trustees decided to close-out 2015 Annual Appeal Nov 30.

b.) Volunteer/Staff Appreciation Reception – Wed Nov 4, 2015 4-6PM. Trustees received positive feedback from staff and volunteers regarding this appreciation reception. Charles suggested we use nametags next year.

6. **New Business:**

a.) 2016 Trustees Annual Appeal – a subcommittee was formed: Katherine, Charles & Pat to establish time line and look at previous Appeal's letters to formulate 2016 letter.

b.) Staff Christmas Bonus – A motions was made to approve expenditure of Trustee funds for Christmas bonuses for all library staff - \$100/per person. Motion was seconded and passed unanimously. Peter will contact Pat and Town financial services to arrange this. Separate checks will be cut and included in envelope with regular paycheck.

- c.) Other matters brought to Trustees – 1. Peter reported that Botsford Fund interest is in a CD. He received notice that it is time to rollover this CD. Motion was made to rollover this amount into 2 year CD. Motion was seconded and passed unanimously.
2. Peter requested Trustee funds for Milne Library contribution to Berkshire Legislative Breakfast to be held Jan 22, 2016 at Berkshire Atheneum in Pittsfield. Motion was made to approve expenditure of \$50 for Legislative Breakfast. Motion was seconded and passed unanimously.
3. Rebecca reported that Pat Leach, President of Williamstown Historical Museum approached her to inform library Trustees that the plan for WHM to move to Little Red Schoolhouse when lease at library ends (Feb 2017) has not been finalized. WHM has not signed a lease with the Town for this new space. Pat Leach will attend the library Trustees Dec 9 meeting to present a time line for WMH transition plans.

Next meeting: Wednesday **Dec 9** at 5:30 followed by Friends Holiday Party and Annual Meeting.

The meeting was adjourned at 6:37PM

Documents distributed at this meeting:

Agenda for Nov 18 meeting
Approved minutes of Oct 2015 Trustees meeting
Treasurer's Report for Oct 1-30, 2015
Director's monthly report
Book Sale Report

Respectfully submitted
Nov 30, 2015
Kathleen Schultze , Secretary