

David and Joyce Milne Public Library
Board of Trustees Meeting Minutes
Wednesday January 13, 2016

Present: Rebecca Ohm , Kathleen Schultze, Peter Mehlin,, Katherine Myers, Charles Bonenti, Pat McLeod, Bridget Spann, Karen Kowitz

The meeting was called to order by Rebecca Ohm, Chair at 5:35PM.

1. Minutes of December 2015 Trustees meeting were approved as amended: date of next Master Planning Committee meeting is Jan 27 not Jan 22

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

Peter Mehlin reported on 2 months – Nov and Dec 2015. Trustees Annual Fund balance as 12/31/15 is \$84,490.63; interest \$60.02, Carpenter Fund as of 12/31/15 \$9,961.61; interest \$6.91, Botsford Fund \$85,861.05, Sara Tenney Osburne Fund \$24,629.35. Report was accepted as presented.

Peter has received a request from Chamber of Commerce for 2016 annual membership dues. Pat will check with Chamber to confirm membership fees for non-commercial entities like the library. A motion was made and seconded that the Trustees allocate the appropriate funds from the Trustees Annual Fund account for membership in the Chamber of Commerce. Motion passed unanimously. Pat will report to Peter the dollar amount and he will send a check.

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

Trustees 2015 Annual Fund as of 1/13/16 is \$31,810 from 279 households. 2014 Annual Fund received \$34,135, 2013 - \$37,986 and 2012 - \$29,395

Moresi Construction has completed fire remediation project in the basement. Town inspectors have approved the work and all the donations for the Book Sale that was stored in Pods have been moved to the basement. Connors Bros helped Alex complete this move.

The Library Legislative Breakfast is scheduled for Friday Jan 22 at 8:00AM at Berkshire Athenaeum in Pittsfield. Pat asked which Trustees plan to attend. Peter, Karen and Kathleen have tentatively signed up to attend

The library boiler needs to be replaced next year. Capital funds for this project are being discussed with the Town. Boiler was installed in 2004.

4. **Committee reports:**

- a. Friends – Katherine as liaison to the Friends reported

Basement fire remediation project took longer than expected and cost less than expected
Friends are planning a “retreat” to re-think future Book Sales and brainstorm other possible ideas for fund raising.

Katherine will be stepping down as Trustees liaison to Friends. Charles has agreed to become liaison. Friends meetings are the 3rd Monday of every month from 12-1.

5. **Old Business**

Trustees Annual Appeal – Katherine proposed the following time line for 2016 Trustees Annual Appeal:

- 1.) 1st draft of 2016 Appeal letter to Trustees at Feb meeting for approval – Charles and Katherine will work on the letter
- 2.) mail letter out right after Book Sale – end of April
- 3.) follow-up reminder postcards sent by end of May
- 4.) reminder to past large donors by June
- 4.) wrap up appeal by July

6. **New Business:**

- a.) Budget 2016 - Pat distributed Munis spreadsheet with 2016 proposed library budget. Town requested that Pat keep increases no more than 2%. Pat reviewed all expenditures with Trustees and % change from last year. Town manager has agreed to have the Town pay 20 hrs of library custodian wages and Trustees would pay the other 20 hrs. Pat will be presenting this library budget to FinCom on Feb 24.
- b.) Library Custodian Wages – Pat distributed to Trustees the job description for full-time library custodian. Pat presented a proposal to Trustees to increase the current library custodian wages by \$2.00 per hour for the 20 hrs of his salary that the Trustees pay. This would cost Trustee Annual Fund \$15,350.00 next year. A motion was made and seconded to allocate the necessary funds from the Trustees Annual Fund to give current library custodian \$2.00/hr increase on the 20 of his 40 hrs/week beginning July 1, 2016. Discussion followed related to the current custodian salary and possible future custodians. Motion was passed unanimously
- c.) Legislative Day – Rebecca announced that the annual Library Legislative Day will be held Tuesday March 8, 2016 from 10:30-1:30 at Boston State House.
- d.) Elected Positions for 2016 Town Elections – Pat distributed the list of library Trustees whose term will expire this year: Peter Mehlin, Rebecca Ohm, Katherine Myers, Mark Maniak (who already resigned). Bridget Spann and Charles Bonenti were appointed this year to fill in for Mark Maniak and Mike Sussman until May election. All Trustees on this list interested in running again in May Town elections will need to complete nominations papers which will be available from Mary Kennedy at Town Hall in Feb. Completed nomination papers must be turned in by the end of March.

Next meeting: Wednesday **Feb 10** at 5:30PM

The meeting was adjourned at 7:04PM

Documents distributed at this meeting:

Agenda for Jan 9 meeting

Approved minutes of Dec 2015 Trustees meeting

Treasurer's Report

Director's monthly report

Proposed 2016 library budget

Job description for full time library custodian

Respectfully submitted

Jan 31, 2016

Kathleen Schultze , Secretary