

David and Joyce Milne Public Library
Board of Trustees Meeting Minutes
Wednesday March 9, 2016

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

Absent: Bridget Spann

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

1. Minutes of February 2016 Trustees meeting were approve as amended.

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

Peter Mehlin report from Feb: Trustees Annual Fund balance is \$85,385.17, interest \$66.12; Carpenter Fund \$9,975.37, interest \$7.73; Botsford Fund \$86,333.19, interest \$196.18; Sara Tenney Osburne Fund \$24,786.35. The total for the Osborne fund includes the accumulated interest of \$1,157.00. The Trustees voted at the last meeting to roll over the accumulated interest back to the principle in the Sarah Tenney Osborne Fund. The Trustees decided not to have this interest transferred to a spendable account. Peter contacted the Berkshire Taconic Foundation to ask what the interest rates are on spendable accounts. Peter was informed that there is no interest on spendable accounts.

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

Trustees 2015 Annual Fund as of 3/9/16 is \$32,335.

Pat deposited the Scanlon donation estate check into a regular money market account with the Town which allows easy access to this money. The first expenditures from this donation will be improvements to the Board Room with carpet, painting window treatments and a new projection system.

Pat went to the FinCom meeting to present the library budget. She will address the budget with Trustees during New Business portion of the meeting agenda.

Pat, Charles and Peter attended the Friends Book Sale Steering Committee meeting. This committee is tentatively looking at 4 alternatives to the annual Book Sale. See the attached minutes of this meeting. Pat will report on the next meeting which is being held March 15.

4. **Committee reports:**

a. Friends – No Friends members present. Charles will be attending the next Friends meeting on March 14.

5. **Old Business**

a.) Update on Master Plan – Rebecca reported on the progress of this committee. There is a draft of the Users Needs Assessment portion of the Master Plan. At the last Trustees meeting Pat shared a draft of the Library Overview of the plan. Rebecca stated that goals still needed to be formulated. The Master Plan Committee is hoping to have the finished Master Plan by the summer 2016.

b.) Library Director Evaluation update – Bridget and Kathleen have been interviewing library staff and Rebecca the Trustees. Rebecca will bring a draft of the summary evaluation to the next Trustees meeting.

c.) Trustees Annual Appeal 2016 draft letter – Charles and Katherine shared a draft of the proposed Appeal letter. Discussion followed on modifications to the letter. Charles and Katherine will make suggested changes and email the next proof to the Trustees by March 24. The Trustees will respond promptly by email. The final draft will be completed and sent to printer by April 5.

6. **New Business:**

- a.) Library Budget/FinCom meeting – Pat distributed the Munis report on 2017 Library projected budget. The Town Manager changed the proportions of the Town and Library Trustees contribution to the library custodian's salary: Town will pay for 12hrs/week, the Trustees will pay 28hrs/week. The Trustees portion will include and \$2/hr raise. FinCom accepted the amended budget.
- b.) Update on vacant Trustee positions – Pat and Rebecca have approached a few different people to encourage them to run for library Trustee position. There are 2 vacant positions No one has filed papers for these 2 positions according to Town Clerk, Mary Kennedy. The deadline for filing nominations papers is the end of March. Rebecca again encouraged the current Trustees to reach out to townspeople they think might be interested.
- c.) Other Matters – The Friends have requested Trustee Funds for refreshments for the Thank You Party for Book Sale volunteers. The Trustees have provided money for refreshments in the past. A motion was made, seconded and passed unanimously to donate up to \$150 to the Friends for refreshments for this party.

Next meeting: Wednesday **April 13** at 5:30PM

The meeting was adjourned at 6:45PM

Documents distributed at this meeting:

Agenda for March 9 meeting

Approved amended minutes of Feb 2016 Trustees meeting

Treasurer's Report

Director's monthly report

Minutes from the Friends Book Sale Steering Committee (3/1/16)

Milne Library Other Income Sources (2/24/16)

Munis document of 2017 projected Library budget

Respectfully submitted

March 31, 2016

Kathleen Schultze , Secretary