

# Board of Trustees Meeting Minutes

Milne Public Library, 1095 Main Street, Williamstown  
Wednesday, November 13, 2024 at 5:30pm

**Trustees Present:** Micah Manary (Chair), Jared Della Rocca (Vice Chair), Anna Halpin-Healy (Treasurer), Katy Evans (Secretary), Ben Lee-Cohen, Robin Lenz, Bridget Spann

**Staff Present:** Angela Zimmermann (library director)

**Others Present:** Elizabeth Whitney (representative from the Friends)

The meeting was called to order by Micah at 5:31pm.

## Reports

### I. Approval of Minutes from October 9th Meeting (Katy)

Jared moved to approve the minutes from the 10/9/24 meeting, Anna seconded. All voted in favor, except Katy and Micah, who both abstained.

### II. Approval of Minutes from September 25th Meeting

Anna moved to approve the minutes from the 9/25/24 special meeting, Micah seconded. All voted in favor except Katy, Robin, and Bridget who all abstained (were not present at the 9/25 meeting).

### III. Treasurer's Report (Anna)

It was discovered that MountainOne Bank had opened the 150th Anniversary account under the Town's tax ID number, but the Town was not aware. The bank has now closed that account and transferred the money to the Town.

#### *Fund Balances as of October 31, 2024:*

Annual Fund	\$13,422.76
Carpenter	\$10,676.99
Botsford	\$77,028.20
Conway Glick	\$0.30
Craig	\$12,972.33
McFarland	\$303,575.28
Tenney Osborne	\$24,629.35
Trustee, Friends renovation fund	\$2,361.44
150th Anniversary	\$1,064.33
<b>TOTAL</b>	<b>\$445,730.98</b>

Micah moved to approve the report, Jared seconded. All voted in favor, except Anna, who abstained.

### IV. Director's Report (Angie)

In addition to the developments noted in the Director's Report, other recent highlights from the library include:

- The new Marketing & Communications staff person is starting on Monday.
- The library will be working with an intern to increase our presence on TikTok
- The Director of the MBLC toured the library yesterday (11/12) and was impressed by all that the library is doing.
- Staff are working on reorganizing the IT closet
- Rocio attended Words are Wonderful for Spanish-language storytime and songs

#### **V. Friends' Report (Elizabeth)**

The license agreement was sent to Micah with small changes from the agreement made last year: the term of the lease will be 3 years with an automatic renewal for 2-year terms, unless there's a reason not to renew. The required Notice to Vacate will be 9 months.

Micah will send out the agreement for the Trustees to review and we can vote on it at next month's meeting.

The Friends are adapting to operations after Ginny's death. Good volunteers who know the distribution center and Chapter Two Books are taking the lead on the work that she was coordinating.

The Friends are holding their December meeting on 12/11 at 4:30 and all Trustees are invited.

#### **VI. B&G Report (Ben)**

Craig, director of DPW, attended the B&G meeting last week to discuss the boiler. It is under warranty and Craig is pursuing the warranty process. The estimate for replacing the system is quite high.

Vermont Roofing will start on the bathroom roofs the week of 11/18. Angie will work with them on the contract to address previous payment schedule concerns so that the work can move forward.

The committee is now waiting to see what the cost of the boiler will be before moving ahead with replacing/fixing any of the windows or doors. They are also in the process of getting updated quotes.

Mowing & land use: There have been 3 memorial tree requests in the wake of Ginny's passing. The library needs an updated policy on memorial trees that aligns with Town policy around memorial plaques. The goal is to have a policy where we accept donations/requests for memorials and then the committee determines how best to use

these funds. We should also clarify how best to recognize and acknowledge when a donation has been given in someone's honor.

## **Old Business**

### **VII. Service Animal Policy (Micah)**

Micah is working on updates. We pushed off discussion of this to the December meeting since we don't yet have an updated copy of the policy.

### **VIII. Director Evaluation (Anna & Jared)**

Director Goals: Originally drawn from the Director's list of goals for herself. The Trustees reviewed these goals together in order to help prioritize them for the Director. Discussion ensued on how to prioritize work based on task and on timing (when in the year to do it).

Creating a Teen Advisory Board was viewed as less essential, although it was in the Strategic Plan and the Pittsfield library just introduced one.

The sustainability of the library director was also noted as an important goal, but was not listed.

It was suggested we also think about which goals have already had a lot of work done and are in "maintenance mode" and which are a big reach and need more concentrated attention.

Jared, Micah, and Anna will meet with Angie and draft a proposal of how to prioritize and schedule these goals.

### **IX. Director 6-Month Evaluation (Anna)**

*Slide presentation (Anna will share slides to post in meeting packet)*

Anna gathered evaluations from all 7 Trustees, plus Angie's self-evaluation. The overall responses average out to Excellent. The Trustees agree that Angie is doing an excellent job and that we want to encourage a sustainable work/life balance. The Trustees are still learning how to give effective feedback to the Director and will continue to collaborate with her on defining her role and goals.

### **X. Proposal to Record Board Meetings (Ben)**

Continued discussion from October 9th meeting about recording and transcribing Trustees meetings. The goal is to utilize emerging technologies to minimize individual note taking, reduce effort needed to write up meeting minutes, and to capture an accurate record, if needed for later review.

Through research, Ben determined that anything created during the meeting (audio or video recording), which is then used in the generation of meeting minutes, is subject to

open meeting laws and needs to be shared. For example, a transcript generated from an audio recording would then need to be posted in the meeting packet.

The Secretary would still need to draft and edit minutes in order to identify who makes a motion, what the vote tallies are, and who is speaking.

Ben uses Granola for transcription and will record audio using an external mic. Micah proposes we try it during the next meeting

#### **XI. Centerline Study / Infrastructure Funding**

Micah and Angie talked with the Town and have more clarity on how to use these funds. Some uncertainty remains over how to pay for the screening fence on the south side of the library property. Micah talked with Stephanie Boyd and she is supportive of the infrastructure funds covering this project.

Sarah from the Town had wanted Trustee approval for paying for the bathroom roofs because of the request for prepayment by the service provider.

Infrastructure Funding: \$300,000 needs to be used by June. Angie has a list of improvements for these funds but these are on hold while we look into the boiler.

### **New Business**

#### **XII. Trustee Email Address**

It was determined that there should be general contact info for the Trustees posted to the website. Discussion ensued whether it should be a general Trustee email address or a web contact form.

Tony, the Town's previous IT person, had created a Trustee email, which can send messages to all of our personal emails. There were some concerns, though, about the reliability of this email address (some issues in the past with Select Board emails). Ben will follow up with the Town to confirm it works.

Anna also suggested a comment box at the library for the Trustees.

#### **XIII. Trustee Cubby (Anna)**

One of the lockers near Kirsten's desk is labeled for Trustees. We can leave items there for Trustee use.

#### **XIV. Trustee printing at the library (Anna)**

Anna has talked with Angie and she has agreed to share the staff override code for the printer for Trustee-related printing.

#### **XV. Library's 5, 10, 15 year future / Building Advisory Committee (Micah)**

Based on conversations with Town leadership, it's unlikely that there will be a bond for a new library building in the next 10-15 years (FinCom is feeling long-term pressure). Bob, Town Manager, suggested that we approach Williams about funding. It's unlikely that Williams would fund an entire public library building. We can also pursue state funding, but these grants won't cover everything.

Micah proposes launching a Building Advisory Committee to explore all options for renovating or building anew, including all avenues for funding.

The committee should develop an understanding of:

- The pros and cons of building a new building vs. renovating the existing building
- The costs of different building options
- The state grant process
- How to fundraise from Williams and others
- Other funding sources we haven't considered fully
- How to hold the funds we raise so that they can earn interest

The committee should include Trustees and representatives from the B&G committee, Williams, and the Town. Jared suggested clarifying the charge of the committee before inviting others to serve.

**XVI. Library Budget (Angie)**

Library was told by the Town that the FY26 budget would be a maintenance budget with COLA increase. Angie has the spreadsheet and can start putting in numbers.

With the increased involvement of DPW in building maintenance, a full-time building maintenance staff member is no longer needed. Angie is considering proposing a reduction of hours for this position for FY26.

Angie will update Trustees quarterly on the library budget.

**XVII. Fundraising / Donor Management**

This was tabled and will be discussed at the next meeting.

**XVIII. New Logo**

Angie will email the board to get thoughts on a new logo for the library.

Micah moved to adjourn, Anna seconded. All voted in favor and Micah adjourned the meeting at 7:09pm.

Next meeting is Wednesday, December 11 at 5:30pm.

*Minutes recorded by Katy Evans, Secretary*