

COMMITTEE NAME: BOARD OF TRUSTEES  
 OTIS LIBRARY & MUSEUM, INC.

DATE: September 4, 2008

Time Called to Order: 7:05 p.m.  
 Time Adjourned: 9:30p.m.

Chair(s): A. Weinstein; N. Levin  
 Recorder: N. Levin

Location: Otis Library Conference Room

Members Present: Nancy Levin & Anita Weinstein, Co-Chairs; Robert Austin, Treasure, Anne Cooper, Mark Amado & Joyce Pyenson  
 Visitor: Chris Morris

AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS	PERSON RESPONSIBLE/DUE DATE
Minutes	Minutes of August meeting were reviewed. Several grammatical & spelling corrections, as well as a name edit.	A. Weinstein read through the minutes noting the corrections. After review/edits/corrections, meeting minutes were approved. Minutes will be sent to L. Minery, Town Clerk.	Polly Carlin
Visit from Town Administrator, Chris Morris	<p>Mr. Morris came to speak to make sure there was no ill-feeling about the misunderstanding with the Memo that the Board sent to have placed on the Website. This is the same memo that was read at the All-Boards meeting on September 22, 2008 which indicated the Library's new hours cut back to 12 hours/week due to failure of Proposition 2 ½ to give the Library its increased budget.</p> <p>He mentioned that the Board might want to go back to the Town at a Special Town Meeting and have the \$3000 earmarked specifically for a new alarm transferred into Budget money instead. Discussion about the need for an alarm and if we replace part of it, then the entire system has to be brought up to code.</p> <p>There was discussion about the need to stay Certified and how much money would have to be spent on Books and Materials in order to do so. 20% is required but that maybe we could get a waiver from the State.</p> <p>A discussion continued about the "Chain of Command" of the Board.</p>	<p>The Memo has been placed up on the Website and it was decided that a few minor changes would be made so that there is no misunderstanding as to exactly what the Board meant and so that the information was more accurate. See Memo. Any confusion that existed is all cleared up. The change reads "nearly" to FY'06 (2005) and FY '09 (2008). Chris Morris felt this would clarify all details.</p> <p>The new Memo was forwarded to Heather Venne for posting and the old Memo is to be removed.</p> <p>Chris Morris suggested that if people were concerned about the new hours they should attend Town Meetings to keep totally informed as to what Otis is doing.</p> <p>It was decided that if Chris Morris needed clarification of any issues, he is to contact one of the two Co-Chairs, unless it was a financial issue and then Bob Austin, as Treasurer, is the contact person.</p>	N. Levin

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<p><b>Librarian's Report</b></p>	<p>K. Bort's report was read by Joyce Pyenson. library issues &amp; activities(See Report)  Items discussed:  *A. Library Hours &amp; Sign  Paper Sign placed over the old sign for the time being.</p> <p>Suggestion that all Staff members were to come in prior to open hours so the Library would always open on time.</p>	<p>K. Bort's suggestion for library hours (attached) were taken into consideration. It was decided that since the Interlibrary Loans took place on Wednesday, it was necessary to stay open on Wednesday. New days were voted on: Wednesday, Thursday and Friday.</p> <p>The new hours were discussed and it was suggested that since there might be increased activity on Wednesdays, the open hours will begin at 1pm. Voted on new hours: Wed: 1-5pm, Thursday and Friday 2-6pm. Motion for new hours passed.</p> <p>Information for new sign will be sent to Polly Carlin so she can arrange to get one done.</p>	<p>Library Staff Board Members</p>
<p><b>Treasurer's Report/ Financial Status</b></p>	<p>R. Austin gave a verbal financial report, including the monthly expenditures, checking and saving's balances, CD status and payroll. (attached report)</p> <p>Contributions are continuing to come in.</p> <p>Legacy Bank sent a \$500 check for Grant money for the Library's CW/MARS expansion. N. Levin brought up the question of co-mingling the funds - was it necessary to keep these particular funds separate?</p> <p>Mark Amado suggested that Jimmy Crandall and Legacy Bank be contacted to see if either of them would object to the money donated for CW/MARS being used against our FY'09 expenses.</p> <p>Maintaining a database of donors was discussed. N. Levin suggested having all the data entered into the computer database.</p>	<p>All questions were answered concerning changes, increases &amp; additional expenses submitted. Treasurer's report accepted.</p> <p>J. Pyenson volunteered to take the "Business Letter" into Lindal Homes &amp; Turn-Key homes. A. Cooper will take one into Dr. Higgins and Benchmark Real Estate</p> <p>The money from Legacy has been placed in the savings account and will be held there until needed. N. Levin to make inquiries to see if Grant money or checks sent specifically for the CW/MARS project can be co-mingled.</p> <p>Several Board members did not think this was appropriate. No motion was made.</p> <p>In the meantime, R. Austin is keeping a list of donors, with their names, addresses, amounts given so this can build into an ongoing database.</p>	<p>R. Austin Board</p> <p>N. Levin</p>



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Fund Raising/ Grants	<p>N. Levin gave A. Cooper Grant Application Papers from Berkshire Bank.</p> <p>It was decided last month that A. Cooper was to make a presentation to the Hayes Pond Association explaining in detail the financial needs of the Library.</p>	<p>Joyce Pyenson and Anne Cooper to meet and work on the Grant application. The Board decided to apply for the "Under \$2500" Grant.</p> <p>A. Cooper reported on the visit to the annual meeting of the Hayes Pond Association. She gave a talk and answered questions. There were about 30 people in attendance and she handed out "Donor" Letters for people to contribute if they wanted to do so.</p> <p>Thank you note to be posted on Website thanking Legacy Bank for their donation.</p>	<p>A. Cooper &amp; J. Pyenson</p> <p>A. Cooper</p> <p>Polly Carlin</p>
Policy & Procedures/Job Descriptions	<p>A brief discussion on instituting a basic Library Policy &amp; Procedure Manual was undertaken, as well as discussing job descriptions for all library staff and trustees.</p>	<p>Since Polly Carlin was not in attendance, the project was tabled until next month</p>	<p>Board</p>
Workshops & Training Sessions  WMRLS	<p>Open Meeting Workshop to be held at Berkshire Community College on September 25<sup>th</sup> from 7-9pm.</p> <p>On October 27<sup>th</sup> at 6:30 at the All-Boards Meeting, the "Ethics Commission" will make a presentation on <i>Conflict of Interest</i>.</p> <p>September 18<sup>th</sup> 10-12noon Otis Library to host WMRLS meeting.</p>	<p>A. Weinstein, R. Austin and N. Levin to attend</p> <p>All Committee, Commission, Board and or/Council Chairpersons as well as all members and staff must attend. <b>This is mandatory.</b> Sign up is required for this meeting and may be done by email, in person or telephone to Lyn Minery, Town Clerk. Her email address is <a href="mailto:tclerk.otis@verizon.net">tclerk.otis@verizon.net</a>. Her telephone number is 413.269.0100 X 101</p> <p>A. Cooper to bake. K. Bort to host.</p>	

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Fall Cleanup	Cleanup is suggested for back rooms and all closets, including kitchen.	It was decided that as many Board members as possible who could make it will meet at the Library on Tuesday, September 23 <sup>rd</sup> at 10:30am to begin cleaning out the rooms. A. Weinstein to try to coordinate Frances Deming to be there for disposal of all trash.	All Board Members
Board Member Resignation	Mark Amado, a valued member of the Board of Trustees, handed in his resignation letter. (See attachment)	M. Amado regretfully handed in his resignation after one year as a Board Member. Time constraints and personal pressures with his family left him no alternative. He thanked the Board and left it open to assist with special projects if needed and if he could. He also added that he will re-evaluate his position in a year from now.  We all thanked him for his service, wished him good luck and certainly left the door open for his return sometime in the future.	
Next Meeting: Thursday, October 2 , 2008 at 7:00pm			