

## Minutes

### Board of Trustees of the Williamsburg Libraries

12/19/2016

Present: Pat Billingsley, Cynthia Barker (recorder), Joan Coryat, Jon Gould, Katie Krol, Charlotte Meryman

- 1.) The meeting was called to order by Pat at 7:05 P.M.
- 2.) Minutes
  - a. Cynthia was designated the recorder.
  - b. The draft minutes of Nov. 21, 2016 were reviewed. Joan moved to approve the minutes, as amended. Cynthia seconded the motion. The minutes were unanimously approved.
  - c. Joan reported that Brenda has been posting the 2016 minutes. Joan will look into attaching documents, such as financial reports.
- 3.) Director's Report
  - a. The light bulb replacement project was successfully completed.
  - b. The Town Administrator is still considering how we should be accounting for used book sales and sales of donated books. Charlene will develop procedures in compliance with State law; we will need to review these procedures, and ensure they are incorporated within our policies.
  - c. Pat asked Katie to document our recent requests to "The Friends of the Library", and detail the funding that has been received in response to these requests.
  - d. Holiday schedules—the library will be closed on Dec. 24, and will be open on Dec. 31.
- 4.) Financial Reports
  - a. Annual fund: Thus far, we have received \$2,110 from 21 donors. Joan and her husband will be installing our fundraising sign at the library very soon—probably Dec. 23.
  - b. Overall Budget—we are on budget with no exceptions to report.
  - c. Katie will send out a notice for the legislative breakfast, should anyone wish to attend.
- 5.) Old business.
  - a. Front steps repair project: Jim Locke is talking to Champlain to see if they have all the stone samples they need. As yet, there is no response. Our major immediate issue is to remove the enclosure so that we can open the front steps to the public.
  - b. Front door repair project: this project has been removed from our pending repair list, as we have decided to take no further action.
  - c. Insulation project: Jim Locke is awaiting information from Tom Chalmers. Rob confirmed with the Green Communities Task Force that they have no funds remaining to support this project.
  - d. Proposed donation-Kitchen sculpture, framed calligraphy: At our January meeting, we will examine the site plan for the library grounds to determine if there is a suitable site for permanent installation of the Kitchen sculpture; its current location may conflict with the long-term landscaping plan that calls for the planting of shade trees. Charlotte proposed a motion, and Joan seconded to accept a framed calligraphy gift, assuming that the conditions (size and location) are acceptable. The Board unanimously approved the motion. Pat will follow up with the donor to confirm size and placement.

6.) New Business.

- a. Mailing list additions and corrections: Katie will give us a list of names and addresses for the annual fund mailing. Please review and add any names of people whom you believe would be willing to donate. Katie will determine if it is feasible to add one-word nick names in a separate field of the name/address database. We are targeting mid-March for the 2<sup>nd</sup> mailing.
- b. FY 2018 funding request: At our next meeting, Katie will provide a 2-part proposal for the budget request:
  - i. Additional staffing request to maintain our existing commitment to the public, without heavy reliance on volunteers.
  - ii. Additional staffing request to expand library hours for the public. It was also noted that our staffing during school visits is insufficient, due to heavy reliance on volunteers.
- c. Haydenville welcome center proposal: There is general support for a concept to use the Haydenville Library as a welcome center, assuming that the concept does not interfere with the current use of the building for meeting space. This support was formally incorporated within a motion by Jon and seconded by Joan, and unanimously approved by the Board.

7.) Next meeting: Tuesday, January 17, 7:00 P.M.

8.) Meeting adjourned at 8:50 P.M.

Respectively submitted,

Cynthia Barker

*P. A. Billingsley*