

Minutes

Board of Trustees of the Williamsburg Libraries

9/19/2016

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

Guest: James Kitchen

The meeting was called to order by Pat at 7:03.

- 1.) Sculpture: James Kitchen, creator of the "Stumbling Blocks" sculpture on the library property, explained that an anonymous donor has agreed to purchase the sculpture and gift it to the town. Mr. Kitchen recommends that the sculpture be permanently located at its current location at the Library. The sculpture is currently on a metal base, flush with the ground. James proposes to put down mulch around the sculpture to reduce maintenance and enhance aesthetics. He also envisions having a time capsule located in the top block. We discussed safety issues associated with the sculpture, and Mr. Kitchen said that he has an engineer's report attesting to the safety of the sculpture. He will forward a copy of that statement to Pat Billingsley and the Town Administrator. Pat Billingsley reported that the Select Board needs to determine if the Town will agree to accept the gift of a sculpture. Our Board has been asked to provide our recommendation to the Select Board before they make a final decision. Charlotte Meryman proposed and Joan Coryat seconded a motion that the Board of Trustees of the Williamsburg Libraries recommend to the Select Board that the Town accept the sculpture. The motion passed unanimously.
- 2.) Minutes: Cynthia Barker proposed, and Jon Gould seconded a motion to approve the July 12, 2016 minutes with a minor amendment. The motion passed unanimously.
- 3.) Minutes posting update: Joan Coryat reported that there are still minutes that have not been posted to the Town's website. Joan will resend minutes to the Town Clerk, and copy the Town Administrator. Meeting minutes have been posted to the Meekins website.
- 4.) Election of Officers:
 - a. President: Charlotte Meryman proposed and Cynthia Barker seconded a motion to elect Pat Billingsley President for the current year. The motion passed unanimously.
 - b. Treasurer: Pat Billingsley proposed and Joan Coryat seconded a motion to elect Cynthia Barker Treasurer for the current year. The motion passed unanimously.
 - c. Recorder: The Board decided not to elect a Recorder at this time. The position will rotate among Board members.
- 5.) Director's Report. Katie Krol reported the following:
 - a. The Library is closed this week for repairs. Painters are repairing water damage. Sills and sashes are also under repair; expenses will be paid from Jim Locke's Building Supervisor's Town Budget. New LED lights are still awaiting installation from the vendor.
 - b. Katie has submitted the Annual Report Information Survey of 2016 Data to the Mass. Libraries Board of Library Commissioners, along with the FY2017 State Aid to Public Libraries Financial Report. She distributed copies of the reports to our Board members.
 - c. Our KMIT Librarian has resigned. Wendy Peppercorn was hired to assume the vacant position; Wendy has many years of library experience.
 - d. Nick Dines has arranged for the installation of a railing along the Goshen stone patio.
 - e. In response to a State inspection, we will need to pay \$326/hr. for rodent control in the basement.

- f. We have some jewelry in the "lost and found" collection at the Library. Katie will talk to the Town Administrator and recommend that we sell the jewelry and credit the proceeds to Library funds.
 - g. Katie will be having a meeting with the elementary school principal to discuss our children's program with the school. We agreed that it might be a good idea to post a sign on the front door to inform the public when children's library classes are in session.
- 6.) Financial Reports:
- a. We received an unexpected donation of \$1,500.
 - b. The Friends currently have funds of \$21,000. They have agreed to pay \$600/year for our website service contract. They have also added a placeholder of \$1,000 for budget support.
 - c. Budget update: Monthly reports were distributed. There are no exceptional items to report.
- 7.) Old Business:
- a. Bid documents have been released and are due back this month for repair of the front steps. Jim Locke will build a plywood surround if we cannot complete the repairs this year.
 - b. In a letter for the upcoming town meeting, we will explain that we have a State grant to partially finance the front step repairs.
 - c. Other repair and replacements: Jon Gould reported that we still have a cracked door. Jon needs to determine the appropriate repair materials and share with Jim Locke. We are temporarily using scotch tape.
 - d. Coordination of Fund Raising letters: Pat Billingsley will be talking with the Friends to ensure that our wording is consistent across the two fund raising campaigns. She will also check on the timing of the Friend's fundraising mailing.
 - e. The scheduled Estate Planning Seminar was cancelled.
- 8.) New Business
- a. Meekins Corporation Taxes: Eileen Stewart has agreed to file our tax documents, while training Cynthia Barker to take over this function next year. They are meeting on Sept. 27, 2016 to discuss the filing which is due to the IRS and the State on October 15, 2016.
 - b. Review of next year's funding goals: Katie Krol proposed that we need a 15- hour circulation desk position that will reduce our dependence on volunteers. We also need to carefully consider our budget request for Town support of our Materials expense. Finally, we need to prepare a fact sheet in bullet form with concise arguments for our annual financial needs.
 - c. We have recently learned that the framed stained glass art work is not a permanent gift to the library. We need to determine if we wish to purchase it (about \$1,500) or return it to the artist. We determined that we do not wish to purchase it. Katie Krol will notify the artist, and offer to return the item.
- 9.) Next Board meeting is scheduled for October 17, at 7:00 P.M.
- 10.) Adjournment: Jon moved to adjourn and Pat seconded. Unanimously approved. Meeting adjourned at 8:55.

Respectively submitted,

Cynthia Barker

