

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, Sept. 20, 2021, 7:00 pm

Virtual meeting via Zoom

Present: Pat Billingsley, Ken Borden, Bev Bullock, Joan Coryat, Fred Goodhue, Charlotte Meryman (recorder). Absent: Rob Stinson. Guest: Dereka Smith.

1. The meeting was called to order by Joan at 7:07 pm.
2. Minutes
 - a. Charlotte designated as recorder
 - b. Aug. 16 minutes reviewed and amendments suggested. Pat moved to accept as amended, Ken seconded; unanimously approved with Fred abstaining.
3. Director's report (appended)
 - a. **Covid-19 update:** see Report
 - b. **Community connections:** see Report
 - c. **Senior services:** see Report
 - d. **Staff updates:** Bev noted she needs to train more people to process new books. She confirmed that changes to staff scheduling are allowing her more time away from the circulation desk.
 - e. **Library programming:** see Report
 - f. **Technology updates:** see Report
 - g. **School program updates:** see Report
 - h. **Friends news and updates:** Dereka Smith reported that the Friends are focused mainly on preparing for their October book sale. So many books were donated that they stopped collection after just two weekends. The Saturday mini book sales held this summer went well. Dereka said Susan Waltner has been heading up the book sale effort this year, following Eileen Stewart's death. She also reported that the Friends' annual membership mailing will go out this week.
 - i. **Maintenance and repair updates:** Joan asked whether CARES Act Covid relief funds might be used to pay for Jamrog's work on the mini-split. Bev is investigating this. Bev spoke with Don Dextrase, whose assistant has been mowing the Haydenville Library lawn on a volunteer basis. Don said he thinks we should begin paying for the service and suggested \$50 per visit. Bev noted that this would be a significant new expense and exceeds the \$40 now being paid to Ken's Lawn Service for mowing of the much larger Meekins Library lawn. Trustees agreed there is no money in the budget to cover the unexpected expense. Bev's husband has volunteered to take over the job for the rest of this season, and Trustees gratefully accepted the offer.
 - j. **Other library news:** see Report
4. Financial reports
 - a. **Annual Fund status:** \$100 has been received so far. A motion was made by Charlotte to keep the Annual Fund goal at \$18,500 for FY23, seconded by Pat, passed unanimously.

- b. **Updates to financial reports labels/annotations:** Ken will make a few small changes as recommend by the trustees.
- c. **Current budget reports:** Joan inquired about listed payments to Bev, who said they were reimbursement for filters she ordered online with her personal credit card. Trustees asked Bev to consult Town Administrator Nick Caccamo about the possibility of getting a debit card for the library's bank account so that she will not have to do this in the future. Fred asked about the annual budget development process and the timing of various steps. It was agreed that once all income figures are in hand and the budget has been finalized by Bev and John Palmer, the Board will formally vote to approve it. Fred offered to start a timeline checklist to help keep track of the process.

5. Old business

- a. **New front pathway:** Joan reported that Nick Dines has arranged for Dan Bannister to start the excavation on Tuesday, Oct. 12, following cleanup from the Friends Book Sale. Amherst Farmers Supply will deliver the bricks the same day. Project volunteers so far include Ken, Fred, Rob, Art Silver, and Charles Dudek.
- b. **Annual campaign:** Charlotte will explore the cost of having Meekins notecards printed for personal thank you notes. Joan will talk with Rob about trying a free trial of Donor Search this year.
- c. **Long-range strategic plan:** Bev has been refining the survey with Joan, Ken, and Charlotte. When it's done, Joan will set it up online and the link will be sent to trustees and staff for testing. In the meantime, Bev will email the larger Strategic Plan Committee to update them on the process.
- d. **Anne T. Dunphy School Library Subcommittee:** Bev hopes to meet with Stacey Jenkins, Bill Sayre, and Paul Wetzal once the back-to-school crush subsides.
- e. **Library reopening plans:** Bev reported that the new library hours are working out and patrons are happy the building is open again.
- f. **Staff pay equity project:** Ken reviewed the salary ranges from other Massachusetts communities, obtained through the MBLC, and presented the board with some comparisons. Joan noted that because our staff have a flat pay rate rather than a range, their income tends to stagnate. A more detailed comparison will be needed, taking into account factors such as educational level.
- g. **Board representative to next Friends meeting:** Joan will attend Oct. 19.

6. New business

- a. **Bylaws Review:** Pat reported that Rob has looked at the bylaws of other library boards and found one he particularly likes.

7. Next meeting date: Monday, October 18, 2021

8. Ken moved to adjourn at 8:44 pm, Joan seconded, approved unanimously.

Meekins Library Director's Report

October 2021

Community Connections

- Melissa Wilson, Senior Center Director, and I have been working on a potential collaboration to address issues of the digital divide for Seniors. We have recruited a new community member to assist in steering this effort.

Staff Updates

- Sue Young-Cornell has resigned to take on more hours at her other position at West Springfield. Her position will be posted this week.
- Volunteers are being trained to process new books, a task previously done by Beth Kilduff who is now a staffer.

Programming

- Halloween plans in the works. Board of Health meeting Friday, October 15 to discuss town wide plans. We will be having outdoor activities which will include a scavenger hunt for candy, take and make crafts and staff costumes.

Technology Updates

- New website at last!
- Evaluating calendar and scheduling software to add to the website

Maintenance and Repair- Building Update

- Called Nicole at Jamrog about the mini split on 10/3. No word yet.
- The door from the lower level to access the Rt. 9 side of the building was jammed over the weekend and wouldn't lock. Florence Lock and Key was called to check it. We needed additional master keys made so Mark Sienkiewicz will be coming to evaluate all our doors, cylinders and locks.
- We have ordered an "OPEN" flag which will need to hang from a pole on the Rt. 9 side of the building. I will be contacting dig Safe to be sure our location will work

School updates

- The Memorandum of Agreement was signed by the School Committee. A new invoice has been sent to HRSC.
- All classes going smoothly so far!
- Stacey contacted me and Bill Sayre about setting up a meeting.

Friends News and Updates-

Director Continuing Education and activities

- As part of the Small Rural Library scholarship I received last year, I am required to participate in the Small Library Planning Forum of the MLS. We will be having a virtual conference in November and have been meeting to design the program offerings.
- The Social Justice Committee has decided to offer panel discussions throughout the year. Topics to be announced

Strategic Planning for 2021-

- The Strategic Planning Committee continues to meet weekly to work through the timeline. The survey is getting the finishing touches and should be ready for distribution in mid to late October.

Coronavirus and Reopening

- **No news**

Respectfully submitted

Bev Bullock