

**Minutes: Board of Trustees of the Williamsburg Libraries**

Monday, October 19, 2020, 7:00 pm

By Zoom teleconferencing

Present: Ken Borden, Bev Bullock, Joan Coryat, Fred Goodhue, Charlotte Meryman, Rob Stinson (recorder); Absent: Pat Billingsley; Guests: Maureen O'Brien, Abbie Von Schlegell

1. Call to order: Joan called the meeting to order at 7:03
2. Minutes:  
Review of the draft minutes of the September 21, 2020 meeting was deferred until the November meeting.
3. Donor Search / Abbie Von Schlegell:

Abbie asked about past fundraising efforts by the Board and the Friends. She stated that donations to the library, as a subdivision of the town, were not tax deductible. The Board will seek clarification on this question. She went on to describe the Donor Search platform, its constituent databases and public sources of donor information. As part of the free month trial, the library would have access to all the features of Donor Search, including a prospect generator capability to help identify potential new donors. A digital list of 500 prospects, derived from current lists and available tools, could be submitted to Abbie in Excel or CSV format for uploading to Donor Search for processing. Results could be available within days.

4. Director's report: see attached

Bev indicated that any air purification/filtration improvements could be incorporated into a CARES grant application that the Town Administrator is preparing. Jamrog has been unresponsive to Bev's repeated urgent appeals to address HVAC malfunctions. In the context of library maintenance and repairs, it is not yet known who the new town Building Supervisor will be. The Library is accepting candy and other donations for the Halloween event.

Maureen provided an update on the Friends' membership drive and recent donations for library improvements, important support for which comes from the Florence Bank Community Grants. The Friends governance structure will be evolving. Possible forms of and timeframes for Trustee/Friends fundraising collaboration were discussed. Maureen will gauge the Friends' interest in the future sharing of donor lists.

5. Financial reports:

- a. Annual fund status (goal \$18,500): Charlotte's tentative annual fund task schedule was reviewed. Rob moved the Annual Fund goal be set at \$18,500. Fred seconded. Passed unanimously.
- b. Financial Reports: There were no comments or questions regarding the current financial reports. The Board will be meeting with John Palmer to discuss questions about the financial reports and possible changes to the current reporting system. Budget implications and constraints related to an increased workload for John were discussed.

6. Old business

- a. Annual campaign: The schedule and various tasks were discussed.
- b. Long-range strategic plan update: Bev is working on the Action Plan for the MBLC.
- c. Review draft photography & video policy (if available): Deferred
- d. Meekins Library Corporation tax status: Joan spoke with Dick Kosloski and Charlene Nardi about the issue. Ken will complete the IRS Form 990 for the missing 3 years. The IRS filing fee may be less than \$600. Professional review of the returns is prohibitively expensive. Responsibility for future submittals remains unresolved. Fred will apprise Selectman Bill Sayer about the history of this issue.
- e. Donor Search: See item 3
- f. Staff pay equity project: Deferred
- g. Designate board representative for next Friends meeting: Fred will attend the November 9 Zoom meeting.

7. New business

- a. Racial justice statement: Charlotte reported this is in an early stage.
- b. Other: None

8. Review action items from last meeting: Joan reviewed action items and indicated no problems.

9. Next meeting date: Monday, November 16, 2020

10. Fred moved to adjourn. Ken seconded. Passed Unanimously. Meeting adjourned at 9:16 p.m.

Documents Used:

Agenda

Minutes of September 21, 2020 meeting

Directors Report

Financial Reports from Library Bookkeeper

## **Director's Report**

Bev Bullock

October 19, 2020

### **Community Connections**

- Weekly teleconference meeting bi-weekly with Town Department heads to discuss town response will be discontinued. A bi-weekly teleconference will continue with Town Administrator, a Select Board member, Board of Health head, and Town Clerk.
- The Hamptons Reopening Group meet bi-weekly to discuss reopening strategies, air filtration, PPE supplies and other collaborative efforts.
- We will begin to collect warm clothing for various groups in the community that have expressed a need.

### **Staff Updates**

- All staff back to work.
- Two staff members are willing to work the desk for limited hours and browsing inside the library. The schedule for curbside will need to change and custodial services adapted.

### **Programming**

- READ WOKE Challenge on Beanstack- to date 12 participants
- Meekins is collaborating with the Fire Department, Burgy Church and the American Legion to do a drive thru trick or treat. We will have a tent, table and staff in costumes to deliver touch free candy to kids.
- Meekins will be partnering with Nikki Gardner, a local photographer, on an online project called Portrait of a Reader. For your information: <https://www.nikkigardnerphotography.com/blog>
- Under consideration are some zoom programming including a virtual beer tasting event with Burgy Brews, House Plant care with Green Aura, lecture with Barry Dietz,

### **Technology Updates**

#### **Maintenance and Repair- Building Update**

- Mini split leaks. Still waiting for Jamrog to do repairs. Additionally, I have addressed the leak in the burner exhaust and the Leibeher air filtration unit with Nicole. I continue to contact them and hope they can "fit" us in soon.
- Rob has contacted TJ Conway to have a look at our air exchange filtration systems. Waiting to hear from them for a site visit.

### **School updates**

- The invoice for library services was sent on 9/3/20 and we have not gotten a check yet. Will follow up this week.
- Updated Memorandum of agreement was sent to Cindy Kassell, the chair of the school Committee. Contact made on 9/28. The last email exchange said she would be bringing it to the committee of 10/7. Emailed her again on 10/14. No word yet.

**Friends News and Updates-** With a new quote from Demco and approval from the Friends, we are ready to order the new shelving.

#### **Director Continuing Education and activities**

- The Association for Small Rural Libraries 2020 conference was virtual. I attended sessions 9/28-10/2. Some were extremely helpful. I was especially taken with the ALA initiative What's your Library's E-the five E's of library services regarding proving your library's value and closing the perception gap that libraries are obsolete.
- Grant possibility <http://www.ala.org/tools/librariesttransform/libraries-transforming-communities/small-mid-rural-public> - addressing community engagement and communication.

#### **Long Range Planning for 2021- We must submit an Action plan by December 1 – Here is what is expected:**

Think of an action plan as a simplified, task-oriented version of a strategic plan. An action plan only needs to list the goals and the specific actions related to those goals that the library will work on in the upcoming fiscal year. Actions are measurable and time-specific. A library can develop an action plan after reviewing their strategic plan and identifying specific actions that will assist them in meeting their stated goals. I am beginning to work through the goals we will be working toward.

I purchased an ALA book, Crash Course in Strategic Planning, which I hope will be very helpful to us.

#### **Coronavirus and Reopening updates**

We will be setting up a tent with tables for an alternative homework site with wifi.

I am working toward opening the main floor of the library for browsing by appointment in LATE October. I am working with available staff (2) for schedules. I would also like to offer a few hours a week for computer use. We will most likely move two public computers upstairs. We will offer printing by thumb drive although I am looking at how our current printer might do wifi printing.

I asked Charlene if the Town was applying for Cares Act grants would filtration be covered. The answer is yes and Charlene has asked Duct and Vent Cleaning of America to have a look at several town buildings, including ours.