

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, November 18, 2019, 7:00 pm

Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Present: Cynthia Barker (recorder), Pat Billingsley, Ken Borden, Beverly Bullock, Joan Coryat, Charlotte Meryman, Rob Stinson. Guest: Maureen O'Brien.

1. Call to order: Joan called the meeting to order at 7:03 p.m.
2. Minutes
 - a. Cynthia was designated as recorder.
 - b. Draft minutes of the October 21, 2019 meeting were reviewed, and amendments proposed. Cynthia moved to approve the minutes as amended, and Ken seconded the motion; the minutes were unanimously approved.
3. Director's report
 - a. Community connections:
 - i. Jennifer Hoffman, Senior Center Director, has resigned; consequently, we will need to wait until her successor is hired before undertaking further coordination.
 - ii. Bev found 3 old lighting fixtures in basement storage. James Kitchen has agreed to refurbish one lighting fixture for permanent display; Bev gave him the second fixture at no cost. The 3rd lighting fixture was surplus to the town.
 - b. Staff updates: One new volunteer will be working on Thursday so that Daria can concentrate on archival work. Amber was able to assume Bobbin's duties while Bobbin was off on sick leave.
 - c. Programming:
 - i. The Holiday Meekins Market started on November 16th. Donations of warm clothing, food, and items for pets are being collected.
 - ii. Bev is coordinating a series of six chess lessons for all ages, with the support of the Friends.
 - iii. The Holiday reading is December 8.
 - iv. Bev is working with Charlene Nardi, Town Administrator, to schedule a meeting at the Library for a presentation by the Public Safety Complex Committee. Bev will tell Charlene that the Board of Trustees is not officially hosting/endorsing the presentation, but is happy to provide the meeting space.
 - d. Technology updates:

- i. A CW/MARS representative has provided cataloguing training to staff.
 - ii. Maureen O'Brien told Jon Gould that the library typically spends significant funds on technology. Jon sent Bev a list of grants available to municipalities for technology expenses and other purposes. He is also willing to discuss this grant program with Charlene Nardi.
- e. School program updates: A regular schedule was established for 6th grade participation. The class will be coming to the library every other week to learn how to do research and take notes. Naomi has developed a curriculum for the 6th grade, as well as all other grades.
- f. Friends news and updates: At the January meeting, the Friends will have a broader discussion of the organization for the book sale; they will determine, with Bev's approval, where they wish to store and organize items, and the associated use of the basement. Maureen reported that their fundraising relies primarily on the use of email solicitations; thus far, the fundraising response has been less than expected.
- 4. Financial reports:
 - a. Annual fund status: We have received \$255 to date from four donors.
 - b. Current budget status: The current budget is on track.
- 5. Old business:
 - a. Maintenance and repair updates:
 - i. John Hoogstraten is retiring at the end of the year.
 - ii. There is continuing concern about the pooling of ice on the front steps during the winter. We need an implement to dig out ice that collects in the holes in the steps. If ice becomes a significant hazard, we do have the option to temporarily close the front entrance.
 - iii. All heating units have been serviced.
 - iv. Rob believes we should install a water alert to warn us of the presence of water on the basement floor. This fall, a furnace pump failed and flooded the floor.
 - v. The overhang at the entrance has been repaired.
 - vi. We have lighting fixtures that no longer work.
 - vii. A warrant to seek approval for the repurposing of maintenance funds will be delayed until the next Town Meeting; there is no meeting in December.
 - b. Review draft 2020-21 annual campaign letter:
 - i. The Board suggested a few changes to the draft letter. Bev will contact Florence Savings Bank to see if they will accept checks

made out to "Williamsburg Libraries Annual Fund;" this would simplify the letter. Charlotte will make final requested changes to the letter and distribute to the Board for review. The letter will be dated December 9. Pat will research using Vista Print to prepare pre-addressed return envelopes.

- ii. We would also like to do an email solicitation. We have a list of people who gave us permission to contact them using email. We could use this list after screening out children and the names of people who are already on our donor list. For an email solicitation, we may wish to use a shorter message.
 - iii. The Board wondered if we could place a fundraising message in the Town Newsletter. Also, Maureen is going to review her notes about a "Capacity Building Grant" that allows for hiring a consultant to assist with fundraising.
- c. Long Range Plan: Bev is reviewing current documentation and has talked to Pat about what we have done in the past.
 - d. Ideal staffing plan: We are trying to reduce reliance on volunteers. Currently, we have 23 circulation desk hours covered by volunteers to staff the circulation desk.
 - e. First amendment audits in MA libraries: We will revisit this item at the December meeting.
 - f. Trustee representation at next Friends meeting: We do not need a representative for December; we will appoint someone in December to attend the January meeting.
6. New business:
- a. LSTA grants: Deferred to next meeting.
 - b. Annual review cycle: Bev should think about her objectives for the coming year. We can discuss in January
7. Next meeting date: Monday, December 16th.
7. Rob moved to adjourn the meeting at 9:15. Pat seconded; approved unanimously.

P. A. Billingsley