

DRAFT Minutes for the Board of Trustees of the Williamsburg Libraries

Tuesday, February 18, 2020, 7:00 pm

Meekins Library, Williamsburg, MA

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

1. The meeting was called to order by Joan at 7:05.
2. Minutes
 - a. Ken designated as recorder
 - b. January 21, 2020 minutes reviewed and amendments suggested. Pat moved to accept as amended, Cynthia seconded, approved unanimously.
3. Director's report
 - a. **Community connections:** No report this month.
 - b. **Staff Updates:**
 - (i) As per Bev's Director's Report, the Staff Art & Hobby show is now on display in the Hawkes-Hayden Room.
 - (ii.) Monthly staff meetings have proved to be fruitful creating cooperative and collaborative solutions to circulation issues, planning and programming.
 - c. **Programming:**
 - (i.) The "Toy Party," held on Saturday, February 1, to which patrons brought their digital devices in order to receive help setting up and using CW Mars Overdrive and Libby apps, was attended by 20 participants. Although WIFI could not be accessed in the Black Room, due to the building's granite construction, patrons' feedback was very positive and plans are in place to repeat this event and call it "Tech Day."
 - (ii.) The Display Schedule for the Hawkes-Hayden Room includes "Haiti Photos" in March and new Neil Hammer photos in either May or June. The Library is always looking for new exhibitors.
 - (iii.) Discussions have begun for implementing a Summer Reading program. Bev and staff are currently exploring attractive kick-off and closing events. Bev would like to see less emphasis on giving away

small tokens; instead, focus could be given to a Bingo chart for reading achievement with alternative prizes such as local business coupons.

(iv.) One Book Read is expanding to include more towns in the Pioneer Valley. A grant has been submitted to the National Endowment for the Arts, a book has been chosen, and participating libraries are waiting to hear about grant approval.

d. Technology Updates:

(i.) Although the Library has two WIFI access points, it lacks WIFI access in the Black Room. This room is in the old part of the building, where the granite construction does not allow for wireless signals, and where there is no cable to create a third Access Point. The cost of installing cable would be the biggest issue for achieving this goal.

(ii.) Piper Webs will be setting up a demonstration session with Dale Dormody, who is our Piper Webs representative.

e. School Program Updates: No report this month.

f. Friends news and updates: Board member Cynthia Barker attended the last meeting of the Friends; her presence was much appreciated. She was given a tour of the Library basement, which has been emptied of extraneous cartons and organized with new shelves to receive incoming donations of books and AV materials. Cynthia explained to the Friends that the Library probably would receive enough funds, depending on what transpires at the Town Meeting, to replace one computer, but we would not expect additional funding to meet our technology needs until FY 2021-22 at the earliest. In response, the Friends asked Bev to prepare list of computer equipment needs that they would review for possible financing from their funds. Cynthia also reported that the Friends will receiving a gift from the Florence Bank to support the work of the Williamsburg Libraries. Although they have not been told the amount, the Friends have been invited to a special event organized by the bank to accept the check.

g. Other Library News:

(i.) Bev reported that the Meekins Library received a 4-star rating from *Library Journal*, one of only 6 libraries in our grouping, based upon budget, in the country. Our rating is, in part, due to the high ratio of circulation numbers per capita. Most of the other Massachusetts libraries with 4-star ratings are on the Cape. Rob suggested that we

submit a press release to announce this achievement to a wider audience.

(ii.) On a less celebratory note, Bev reported that she filed a police report for a problem patron, who raised her voice in the library, acted rudely to staff, and intimidated a child who was chuckling at a book. Bev chose to respond by issuing a formal warning rather than asking this patron not to return to the library. Rob suggested that another staff member be present when this warning is delivered. A written record will be kept of this person's behavior from hereon in order to protect the library and its patrons.

4. Financial Reports:

(i.) Joan noted that in the Checkbook Report there was \$864 under General Accounts for Labor - Library that was unexplained. No one at the meeting was able to provide information about this expenditure; it was agreed that Bev would ask the bookkeeper about that amount before the next meeting.

(ii.) Bev submitted a reserve transfer request to the Finance Committee for continued Maintenance expenses. The second pump is leaking again and there continues to be roof leakage. Bev, who was charged last month with finding out about tracking recurring expenses, explained that recurring expenses are already listed on our present accounts.

(iii.) The Annual Fund is on track.

5. Old Business

a. 2020-2021 budget:

(i.) It was agreed that the only new funding request to the Finance Committee for FY21 would be a \$72 increase to the Director's salary line to bring Bev's salary up to a full \$50K before the 2021 raises are calculated. (Pat moved, Rob seconded, passed unanimously.)

(ii.) It was agreed that Pat would ask John Palmer to transfer \$72 from local donations to the Director's salary line for 2020 to bring Bev's 2020 salary up to the full \$50K she was promised at hiring. (Pat moved, Cynthia seconded, passed unanimously.)

(iii.) Looking ahead to FY 22, Joan and Rob will begin researching how the salaries of our library staff compare with other town salaries, as was

with the salaries of library staff in comparable towns, with the goal of securing equitable pay for all.

b. Maintenance and repair updates:

(i.) The doorbell replacement has been done!

(ii.) Last month we talked about whether it would be a good idea to install surveillance cameras on library premises to improve security.

Joan researched whether other libraries in the area use security cameras: Jones Library was the only library contacted that has surveillance cameras; none of the smaller libraries use them. Some libraries mentioned that they considered whether surveillance cameras would actually alienate their patrons. We discussed improving the outdoor lighting in the parking lot for those times when the library is open when it is dark outside. Joan will ask the Chief of Police what she thinks about library security. Bev will ask Nick about outside lighting.

(iii.) The Fire Alarm continues to malfunction and is expected to get worse as summer weather approaches. Depending on costs for repaving the walkway, we discussed whether we need one or two articles for town approval of costs for repairing the fire system and the walkway.

(iv.) Currently, Rob is exploring estimates for redoing the walkway. To date, these estimates have ranged from \$6,330 to \$12,400, but they are not yet all in. One possible strategy for reducing the cost of the walkway would be to reduce its width. All of the estimates should be in by the time the Board meets again.

(v.) Bev will contact the contractor to find out what can be done regarding the poor drainage of water from the flat roof over the main entrance.

c. Annual campaign: We discussed ways to expand our outreach to the community. The Board reviewed Charlotte's revised draft of an email message to be sent to interested patrons as well as her draft designs for a refrigerator magnet that we potentially might distribute to library patrons

d. Long Range Plan: Tabled

e. Ideal Staffing Plan: Tabled.

f. New Photography & Video Policy: Tabled

g. LSTA grants: Closed for the year.

h. Library Director Objectives: Tabled.

- i. **Senior Services including Pop-up Library:** Tabled
 - j. **Trustee representation at next Friends meeting:** Rob will attend the next Friends meeting.
- 6. New Business
 - a. **Upcoming openings and elections:**
 - (i.) Pat, Rob, and Ken are all up for election or re-election to the Board. The town nominations caucus will be held on March 9.
 - (ii.) Sadly, this was Cynthia's last Board meeting. She will be moving out of town before we meet again. After expressing our appreciation of the outstanding work she has done on behalf of the Williamsburg Libraries, we briefly discussed strategies for recruiting a new candidate to the Board.
 - b. Charlotte recommended that the Director's Report add one more section to the existing list (a-g): Building & Maintenance updates.
- 7. Next Meeting Date: Monday, March 16
- 8. Joan moved to adjourn at 9:21. Charlotte seconded. The motion was approved unanimously.

P. A. Billingsley