

Minutes for the Board of Trustees of the Williamsburg Libraries

Wednesday, April 1, 7:00 pm

Conference call

On the call: Pat Billingsley, Beverly Bullock, Ken Borden, Joan Coryat, Charlotte Meryman, Rob Stinson (recorder), Maureen O'Brien (guest)

1. Call to order: Joan called the meeting to order at 7:18
2. Minutes
 - a. Rob was designated as recorder
 - b. Draft minutes of the February 18th meeting were reviewed and amendments proposed. Rob moved to approve the minutes as amended, Pat seconded; unanimously approved.
3. Review Director's report
 - a. Community connections: Bev met with department heads to discuss the town's response to the Coronavirus. Additional meetings are scheduled. She reported that since the library's closure no book donations have come in. At Maureen's suggestion Bev will work with the Friends to install a sign requesting that patrons desist from further book donations until future notice. Bev will also add the request to the library's website.
 - b. Staff updates: Joan inquired about how staff is functioning since the closure. Bev described the nature of the work being handled remotely and tasks being undertaken in the building. For a period following the closure to the public some staff maintained a presence during normal hours. More recently, staff has blended remote and onsite work as needed. Bev assured the Board that hygiene, distancing and scheduling measures are being taken to ensure the safety and health of staff.
 - c. Programming: Naomi is working on summer program plans.
 - d. Technology updates: Maureen went to a meeting of the town's Technology Committee. The Committee is working on developing a town-wide plan that will include a disaster recovery plan and a schedule for technology maintenance and replacement, as suggested by Paragus. The Committee is investigating with Charlene the feasibility of using funds contributed to the town by Comcast for purchasing new computers, including a replacement for Bev's and one in the Riverside room. Depending on the outcome of that exercise, a town meeting warrant article may be introduced to facilitate repurposing of said funds for computer purchases. The Board agreed that it's vital that the computers used by staff have adequate backup. Pat suggested that Bev look into a cloud backup account such as Carbonite. Bev will follow up with the Technology Committee.
 - e. School program updates: None reported.

- f. Friends news and updates: The Friends purchased a new vacuum cleaner for the library. Rob attended the March Friends meeting. Joan noted the significant award from Florence Bank Customer's Choice Community Grants program, (\$3,587).
 - g. Maintenance and Repairs: Building Supervisor, Dan Hathaway, procured an estimate for repairing and reconfiguring the main door entrance roof to remedy water drainage issues. The estimate was conveyed to Charlene. Bev has obtained estimates for window washing and rug cleaning. After input from Bev, Rob will distribute a list of outstanding building maintenance items for both libraries.
 - h. Other library news: Bev attended a meeting hosted by the MBLC to solicit input to its strategic plan. Bev will apply for a scholarship to attend the ARSL rural and small library conference next Fall. Maureen asked about how the current CoVid-19 social dislocation might affect the future MBLC budget and library state aid. It is too soon to assess.
4. Financial Reports:
- a. Annual Fund Status: Joan noted that the February contributions were robust, (\$3,440).
 - b. Current budget status: The Board reviewed the financial reports emailed by John Palmer. Ken indicated he is becoming increasingly familiar with the reports. He will seek explanations and clarifications from John as needed and will share relevant information with the Board. Bev stated that expenditures by the Friends would henceforth be reflected in the periodic financial reports reviewed by the Board.
5. Old business:
- a. Upcoming openings and elections: Joan asked for any suggestions for potential new board members. After numerous unsuccessful attempts to contact a person previously put forward as a possible candidate Pat is assuming a lack of interest or availability. Because Cynthia has not notified the Select Board of her resignation, Pat will draft an email for Cynthia to forward to the Select Board who will appoint her eventual replacement. Joan reminded Board members to convey names of future trustee candidates to Pat before anyone puts out feelers. Pat asked each Board member to come up with the name of one potential trustee and let her know before the next meeting. Bev will solicit suggestions from staff.
 - b. Annual campaign:
 - i. The original plan to send out the mailing in mid-March was delayed as public health issues loomed. The Board discussed possible timeframes for the mailing and the likely need to revise the wording to reflect current events and concerns. Rob suggested the Board consider suspending the annual fund. The Board discussed various paths forward, including suspending the annual fund campaign in light of the economic and social stress engendered by the Covid-19 pandemic. There is a possibility that any shortfall in this year's fund drive could be compensated by last year's annual fund surplus. The Board agreed to revisit the question of suspending or proceeding at a future meeting. The Board reviewed alterations to the library's website to better facilitate donations. Bev will look into how best to embed a link in the website to the annual fund letter and then to an online donation mechanism.

- ii. The Board reviewed design elements in Charlotte's promotional magnet mockups. Bev will ask Naomi to collaborate with Charlotte on the magnet's design. Joan agreed to ask a local graphic designer to offer assistance.
 - c. Long-range plan: Bev has been compiling some preliminary information and templates. She indicated that an application for a filing extension might be needed. She met with Forbes Library staff and found their plan to have limited applicability to our situation. She raised the question of hiring a consultant and/or facilitator to assist in the project. Pat suggested that Bev contact Lisa Wenner to get her guidance on how to proceed. Bev will continue to look at strategic planning resources offered by the MBLC and MLS. Bev will attend a new director orientation in April and will ask about creating a strategic plan.
 - d. New Photography & Video Policy: Bev plans to send out a draft in the future.
 - e. Senior services including Pop-up Library: No update.
 - f. Trustee representation at next Friends meeting: A Zoom meeting is scheduled tentatively for April 14th. Maureen will confirm the time, date and meeting format. Ken plans to join the meeting and Joan offered to go if Ken is indisposed.
6. New business:
- a. Draft articles for annual town meeting: The Board discussed the draft town meeting warrant articles that Rob sent to Charlene for replacement of the fire alarm control unit and the North St. entrance walkway. Charlene and the Select Board will review the articles before they are finalized.
 - b. Coronavirus: Bev updated Board on the range of library operations. She described some of the tasks that are being done remotely by staff working at home. Bev will create for the website a list of FAQ related to library operations including return of books. Joan asked about the advisability of several persons being in the library at the same time. Bev reiterated that proper sanitary protocols are being observed. Bev may arrange work hours to minimize times when more than one staff person needs to be in the building. Library operations may alter as town policy evolves.
 - c. Staff pay equity: Rob created version of an MBLC spread sheet showing area wage rate averages for each library position tracked by the MBLC. Joan indicated that the next step might be to create wage ranges for selected job categories.
7. Next meeting date: Tuesday, April 21, probably via zoom.
8. Rob moved to adjourn at 9:25. Ken seconded; approved unanimously.

P. A. Billingsley