

MINUTES
Board of Trustees of the Williamsburg Libraries
Monday, 20 July 2020, 7:00 pm (via Zoom)

Present: Pat Billingsley, Ken Borden, Joan Coryat, Fred Goodhue, Charlotte Meryman, Bev Bullock (director)

Absent: Rob Stinson

Guest: Maureen O'Brien

1. Joan called the meeting to order at 7:09 pm.
2. The board welcomed new member Fred Goodhue.
3. Elections:
 - a. The board elected officers for the new fiscal year. The following slate was moved by Pat, seconded by Charlotte, and unanimously approved by the board: Chair - Joan Coryat, Vice Chair - Charlotte Meryman, Treasurer - Ken Borden.
 - b. Joan will notify Charlene, Brenda, Eleanor Warnock, Paul Wetzels, and the MBLC about the change.
4. Minutes: Pat was designated recorder. The minutes of the June 20, 2020, meeting were approved as amended. (Charlotte move, Joan second, unanimous)
5. Director's report:
 - a. Community connections | coronavirus response:
 - Bev continues to participate in weekly teleconference meeting with Town Department heads to discuss the town response to the coronavirus.
 - The Hamptons Reopening Group (Easthampton, Westhampton, Southampton, Northampton, Lilly, and Meekins) has been meeting bi-weekly to discuss and share reopening procedures and resources. The last meeting was July 8th.
 - There is agreement across the group that their libraries won't reopen to the public until September 1 at the earliest.
 - Our library is currently implementing Phase 2, Step 1 Curbside Service for library patrons. Inter-library loans (ILL) will resume 7/27 so our circulation volume should increase significantly.
 - The most recent guidance for incoming items is to quarantine them for 4 days. Bev will find out the protocol for handling ILL items.
 - b. Staff updates:
 - A staff member was exposed to a person who tested positive for coronavirus. She will quarantine for 14 days and get tested.
 - There are staffing problems associated with re-opening to the public, as some staff members are immune-compromised or have a family member who is

immune-compromised. In addition, all staff and volunteers over the age of 60 are at greater risk.

- Bev plans to revisit work schedules to protect vulnerable staff members. Ken volunteered to provide extra help if needed.
- Two volunteers have been coming in to help with weeding project; they are almost completely finished weeding the whole collection.
- Bev will be on vacation from July 25-August 3.

c. Programming:

- The Beanstack Summer Reading Challenge is ready to go live and registrations started June 20. Currently 64 people are signed up.
- We are continuing to collect material for "Keep Safe & Keep Strong- Documenting Everyday Life in Williamsburg and Haydenville During the time of Covid-19." For more information, see:
<https://docs.google.com/forms/d/1gs3nvVQRGLVvZGEHrAvoN7orQAPHtmsos435HqHCUIM/edit>
- Our Maker Space program, funded by the Cultural Council, will be held virtually on July 25: <https://makerspaceworkshops.com/>

d. Technology updates:

- Charlene hired Winston Bancroft to rewire the VOIP phones so they will no longer rely on WiFi. This work will be covered by the town.
- PiperWebs is building a "sandbox" website for prototyping new page designs and content, including the homepage design and color palette. The Friends will review their content area. People will still send update requests to Bobbin. They may be able to build in branching from the Donate button that allow people to read our campaign letter before choosing a donation method.

e. Maintenance and repair updates:

- On June 22, a leak was discovered in the mini-split unit in the Picture Book room.
 - Due to quick action of the staff, of the 150+ books affected, only 26 were lost to mold and water damage.
 - Jamrog was called and they fixed it by cleaning the mini-split. Complete service was done on all mini-splits in November and they were just recently turned on due to the cool spring and lack of people in the building. This situation has occurred multiple times over the years due to the way the units were installed. The pumps for the water reservoirs within the unit fail due to sludge in the system and the drains are set up to pump the water up through the attic and outside.
 - Jamrog believes the systems will continue to fail unless we have monthly cleanings of the units, but this is very expensive. On July 8, Jamrog came back to service the other units and look at possible solutions to the problem. They will be proposing a gravity drain that takes the water to the basement and out through our existing sump pump. Three mini-splits will need this fix.

- Charlene is aware of the problem but thinks there will be no way to address the cost of the comprehensive fix until the Special Town Meeting in October, so the library will need to continue with monthly cleanings in the meantime. Bev has not yet gotten the bill from Jamrog for their recent cleaning, but if it is the same as their annual cleaning cost of \$796, this could run up to \$2,400 by November.
 - The units in the Otis Black room and Picture Book room will also need new blower motor bearings, which means new blower motors for those two.
- The AC unit in Hawks Hayden Room is not blowing cool air. Jamrog is scheduled to come July 20.
 - The front door key cylinder has been replaced by Florence Lock & Key. The tumblers were worn and it was getting more difficult to open.
 - The automatic faucet in the restroom won't shut off automatically. They have turned off water to the faucet and contacted Dan Hathaway and Charlene. The repair has been completed but the gaskets are worn and the entire mechanism may need replacing in the future.
 - Request for monies to replace the fire alarm control box were approved by Town Meeting. The box was replaced July 14 and there have been no false fire alarms since then.
 - The windows have been cleaned. Re-New Window cleaning did a beautiful job. They also washed the screens and the Plexiglas window covers.
- f. School program updates:
- Bev is preparing to send the annual invoice for library services to the school committee on August 1. She emailed Stacey to keep communication lines open.
 - Bev is waiting to hear how the elementary school plans to handle reopening. She believes that students will learn how to request books online.
 - Naomi is working with Brian (technology coordinator at the school) on potentially using Google classroom and/or a Smartboard to conduct virtual library classes.

6. Friends news and updates:

- a. Rob Stinson attended the July meeting of the Friends and submitted a report to the board by email.
- b. At their meeting, the Friends elected new officers: President - Susan Waltner, Vice President - Becky Houlihan, Secretary - Susan Farrell, Treasurer - Anne Bussler.
- c. The Friends will pay any remaining cost not covered by Florence Bank for the iPad grand prize for the Summer Reading Program.
- d. The Friends bought 3 new umbrellas for the outdoor tables at Meekins.
- e. If the library's Zoom account cost is not covered by the town, the Friends may be able to cover it.
- f. The Friends are buying return envelopes for their membership campaign from Collective Copies, which is \$15 cheaper than envelope.com.

- g. The Friends will meet August 3rd to discuss alternative ways to conduct their book sale and other ideas.

7. Financial reports:

- a. Annual fund status: We have met and exceeded our FY20 goal of \$18,500! The official total is currently \$18,537.44, plus Bev just received an additional \$200.
- b. The board reviewed the available budget reports. John Palmer was unable to provide full financials before the meeting because of other required work. Bev will ask him to send out the end of year statements as soon as he can.
- c. Fred asked for a narrative description of our budget categories and status. Bev and Ken will work on this.

8. Old business:

- a. Long range strategic plan update: Kristi Chadwick from MLS office in Northampton has been helping Bev think through action plan items, strategy for community involvement in LRP. New deadline October 2021. Lots of unknowns about what will be possible for getting community input.
- b. Charlotte commended Bev for her very thorough description of library services and usage in this year's town report. She noted that it helps meet our LRP action item of informing the town about what the library provides.
- c. Review of the draft photography and video policy was tabled.
- d. Meekins Library Corporation tax status: Town accountant Kala Fisher gave Ken quarterly spreadsheets for FY16-20, and the numbers Ken calculated from the spreadsheets match the numbers he calculated from Dick Kisloski's data. However, he still needs additional information to compute the correct numbers for the tax forms. He and Rob also discovered that the 2015 return mistakenly showed a profit that was actually a loss. Ken suggested that we may need to hire an accountant to sort everything out, but he will continue to explore other options.
- e. Discussion of the staff pay equity project discussion was tabled.
- f. Potential board members: Joan will be keeping a list of people potentially interested in serving on the board.
- g. Charlotte will represent the board at the next Friends meeting.

9. New business

- a. The board reviewed Joan's proposed meeting schedule for FY21. We will meet in August but try for a very streamlined meeting.

10. Action items: The board reviewed the action items from last meeting.

11. Next meeting date: Monday, August 17, 2020

12. The meeting was adjourned at 9:19 pm. (Charlotte move, Joan second, unanimous)