

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, October 22, 2018, 7:00 p.m.

Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Joan Coryat, Cynthia Barker, Katie Krol, Charlotte Meryman (recorder), Rob Stinson, Ed O'Neil.

1. The meeting was called to order by Joan at 7:09 p.m.
2. Minutes
 - a. Charlotte designated as recorder.
 - b. Sept. 17 minutes reviewed and amendments suggested. Charlotte moved to accept as amended, Pat seconded, unanimously approved.
3. Director's report
 - a. School program: Katie reported that some classes are very large this year, with 20-25 students, including several with challenging behaviors, as well as several new aides. Combined with the school's scheduling of all class visits on a single day this year, this new reality is proving stressful for library staff.

Katie also reported that a call for senior citizen volunteers to help the youngest students select books during class visits was put out without consulting her. Class visits are busy times intended to provide students with skilled guidance from experienced library staff, and Katie will recommend that any such program be held instead either in the classroom or during the library's regular public hours.
 - b. Friends of the Library: Katie reported the annual fall book sale went well, with two days of good weather, and netted approximately \$2,000. She also expressed her appreciation to the Friends for funding for a large, reflective, handheld stop sign to be used in escorting classes across Route 9.
 - c. Staff: Katie reported that the new Kmit librarian, Naomi Schmidt, and the new five-hour circulation assistant, Lisa Zachs, are both "fantastic" and "loved." She noted that Bobbin has been on vacation for the past two-and-a-half weeks, and that Daria is out this week.
 - d. Security: Katie plans to follow up with Police Chief Denise Wickland about the possibility of installing a panic button in the library, to summon police in the event of a security emergency.
 - e. Other: The annual Meekins Halloween party will be held the evening of Oct. 31, which conveniently is a night the library is already scheduled to be open.
4. Financial Reports
 - a. No new Annual Fund gifts to report.
 - b. No significant changes of note. Review of the full financial report was delayed to the end of the meeting, to be conducted in conjunction with Cynthia's tutorial on reading and interpreting these reports.

5. Old business

- a. Meekins building and grounds: Ed reported that John Hoogstraten has talked to the architect and mason about the foundation repairs and asked them to talk with each other. The board expressed concern that time is running out to complete the repairs before winter. Rob will look into the possibility of using a different mason. He also will talk with John about mortaring the joints along the front steps. Holes were drilled there to assist with drainage, but Katie reports that water is again pooling on some steps and icing up.
 - b. Haydenville building and grounds: Ed reported that John Hoogstraten has been unable to get anyone to work on the roof. The status of an outdoor faucet, to be installed for watering, is unknown.
 - c. As requested, Katie surveyed the five groups now meeting at the Haydenville Library and learned that only one makes use of the building's wifi. She noted the nearby Dunkin Donuts now also provides wifi, and Charlotte noted that meeting space with wifi is available at Meekins. The wifi at Haydenville costs \$679.88 a year, while Meekins wifi is provided to the library for free. Rob moved that we terminate all Internet and phone service at the Haydenville Library as soon as is practicable. Ed seconded. Passed unanimously. Katie will notify groups now using the Haydenville library of this change and offer use of Meekins instead if wifi access is needed.
 - d. Discussion of performance evaluation forms was postponed to November.
6. New business
- a. Katie needs certification of completion of the Conflict of Interest Law course ASAP from a couple of board members.
 - b. Major gift and bequest policy: Charlotte is researching foundation options and will consult Rob and others about information they've already gathered.
 - c. Katie reported that James Kitchen recently removed his sculpture from the Meekins fireplace without the knowledge of library staff, triggering an investigation involving the town administrator and police. The board directed Katie to have all artists with loaned work at Meekins complete the newly established loan agreement form, and Charlotte suggested adding a space for the artist to sign when loaned work is back in their possession.
 - d. Cynthia conducted an excellent and much appreciated tutorial on the financial reports by walking the board through the October numbers.
 - e. It was noted that a new Annual Fund solicitation needs to be drafted so that it will be ready to send out in December. Charlotte volunteered to do this.
 - f. Rob inquired about scheduling a presentation by a financial expert on the new tax laws, including as they relate to charitable giving. He will look into this.
7. Pat passed out the revised 2018-19 meeting schedule. Next meeting: Monday, Nov. 19.
8. Pat moved to adjourn at 9:28 p.m. Joan seconded. Unanimously approved.

P. A. Billingsley