

Minutes
Board of Trustees of the Williamsburg Libraries
Tuesday, February 21, 7:00 pm
by Zoom teleconferencing

Present: Pat Billingsley (recorder), Ken Borden, Joan Coryat, Charlotte Meryman, Rob Stinson, Todd Lynch, Bev Bullock (director)

Guests: Joy Kinigstein, Kevin McAllister, Karin McGowen

1. **Call to order:** Charlotte called the meeting to order at 7:05 pm.
2. **Minutes:**
 - a. Pat was designated as recorder.
 - b. The minutes of the January 17 meeting were reviewed and accepted as amended (Charlotte moved, Ken seconded, motion carried with one abstention).
3. **Director's report:**
 - a. **Covid-19 restrictions:** see Report.
 - b. **Community connections:** see Report.
 - c. **Senior services:** see Report.
 - d. **Staff updates:** see Report.
 - e. **Library programming:** see Report.
 - f. **Technology updates:** see Report.
 - g. **School program updates:** see Report.
 - h. **Friends news and updates:** see Report. Joan attended the last Friends meeting. Anne Haxo reported that Jason was ill and couldn't attend. The group recently held another book collection day as well as a valentine-making session. Dedication of the bench honoring Eileen Stewart will take place May 6. The Friends are seeking new board members. One of their goals is to host an activity every month. Upcoming events include a lunch for staff for National Library Workers Day on April 20 in honor of National Library Week. Holly Hendricks is handling arrangements.
 - i. **Maintenance and repair updates:** see Report. Recent project requests included exterior painting at Haydenville, replacement of a dehumidifier/ac unit at Meekins, and replacement of a mini split unit at Meekins. The fire department phone line issue was fixed today. Elevator and fire alarm inspections will take place next week. They are still working on a cost estimate for replacing the damaged lamp post; a brand new post would be 8-10K. The police report was done by state police. There will be a long wait to receive a copy because of their many-layered process.
 - j. **Other library news:** see Report. Bev will be writing to Pat and Rob about potential changes to the financial gifts policy.
4. **Financial reports:**
 - a. **Budget reports:** Everything is in good shape. Our current checkbook balance is \$10K more than at this same time last year. Our expense budget is much higher than it was last year, driven largely by increases in staff salaries and addition of the

school library budget line. The reports were accepted as presented (Rob moved, Joan seconded, unanimous).

- b. **Annual fund status:** We have received \$13,960 in donations toward our goal of \$19,500.

5. **Old business:**

- a. **Annual campaign:** Charlotte will send out the first reminder postcard in March; the second will go in late May or early June. The letter to new residents (approx 240) is underway. Rob has written a first draft and sent it to Pat for comments. The mailing list is being finalized by Joan. Todd suggested linking the letter to a specific event. Anne suggested the bench dedication event; Bev mentioned James Kitchen's upcoming installation of a rocket ship sculpture on the grounds. We discussed ways to further publicize our donation link as well as alternatives to Unipay, such as PayPal and Network to Good. Pat suggested we make sure any new donation method is approved by the town.
- b. **Haydenville Library physical condition:** No change. Still seeking funding for scraping and painting of the exterior.
- c. **Staff pay equity project:** See budget discussion below.
- d. **Potential board candidates:** Three potentially interested community members were present: Kevin McAllister, Karin McGowen, and Joy Kinigstein.
- e. **Pioneer Valley Library Collaborative:** tabled.
- f. **Director's Evaluation:** tabled.
- g. **Board representative for next Friends meeting:** Pat will attend the March 13 meeting.

6. **New business:**

- a. **FY 24 budget:** The board discussed the FY23 salary, materials, and school budget lines and agreed upon requested increases to each line to bring salaries into better alignment with MBLC data, provide more town support for materials expenditures, and implement the annual 2% increase in the school budget line. A motion to accept the budget plan in principle and authorize Charlotte, Joan, and Ken to fine tune the numbers before submitting it to the town administrator was approved (Pat moved, Rob seconded, unanimous).

7. **Action items:** Joan reviewed the action items from last meeting.

8. **Next meeting date:** Monday, March 20, 2023, via Zoom.

9. **Adjourn:** The meeting was adjourned at 9:15 pm (Ken moved, Pat seconded, unanimous).

Meekins Library Director's Report

February 2023

Community Connections

- Bev met with Melissa Wilson, Senior Center director, to discuss programming for the year. The Senior Center has a grant and is hiring Peg Whalen from Chesterfield to help with technology questions. Peg will hold hours here on Tuesday mornings for any type of tech question. This begins 3/14.

Staff Updates

Programming

- Meekins Book Club, February 27 @ 6:00pm Hybrid on Zoom or Hawks Hayden Room. This month's book is *Murmur of the Bees* by Sophia Segovia. Participants voted on books for the remainder of the year and a regular calendar has been established.

Upcoming events

- Feb. 28, 6:30pm Dr. Betsy Fleche, Shakespeare scholar, will discuss many aspects of Hamlet
- March 9, 7pm Author talk with Isaac Fitzgerald (Dirtbag Massachusetts: A Confessional). Reading Public Library is co-sponsoring the Zoom talk.
- March 13- 7-8:30 Spark Joy zoom based on Marie Kondo principles. Co-sponsored by Monson Public Library.
- April 19 TTBD Pamela Means and the Reparations concert- Cultural Council funded this concert with \$250 additional to be paid by the Friends.
- Fix it Clinic to be scheduled in May. We have 3 fixers lined up so far.
- A possible Homebound delivery program run by volunteers is in development. While the delivery of materials to patrons is taking place informally, the project will be formalized.

Technology Updates

- The new door counter is up and running. Installation was done by Johnson Electric.

Maintenance and Repair- Building Updates

- Bev submitted requests for projects over \$10000 not funded by ARPA.
- We have had some issues with one of the phone lines that goes into our fire alarm box. The Fire Department was called three times in the past month. The problem phone line is shared with our fax line and this is no longer allowed by Fire Code. Jason Connell recommended a wireless dialer that will function even if the electricity is out. I consulted with the Fire Equipment, Inc, our provider, and they

gave me a quote. Nick Cacammo authorized the cost to be paid with Town maintenance funds.

Verizon was able to fix the line from outside the building.

- See attached incident report. The Town insurance provider, MIAA, has opened a claim and will deal directly with the motor vehicle operator. A crash report has been requested from the RMV.
- Bev attended a workshop about applying for Massachusetts Preservation Projects Funding. This fund paid for the front steps project and could be a source for funding larger projects on the original building.
- Jamrog replaced a faulty valve in our ERV system and tuned it up. They also replaced the old air vent on the boiler with a spiral air vent that will help eliminate air in the hot water heat system.

School updates

- A shelf has been purchased by the school to display library items at ATD. Duplicate books have been ordered to be used for display purposes.

Friends News and Updates

Director Continuing Education and activities

- The director submitted the Library Annual Report to the Town for printing in the Town of Williamsburg 2022 Annual Report printed yearly for distribution at Town Meeting.
- Policy updates -
 - Collection Development- Book Challenges and Censorship

Strategic Plan is here! For your reading enjoyment

The staff and Director met in January to work on programming and the action plan. It is my hope that the SP(Strategic Plan) will inform our activities over this next year.

Coronavirus and Reopening

Bev Bullock, Library Director, is the first of the staff to contract Covid. She began symptoms on January 30, went back to work on Feb. 7 and had a Covid rebound on Feb. 9.

Respectfully submitted

Bev Bullock