

Draft Minutes  
The Williamsburg Board of Library Trustees  
Monday, March 20, 7:00 pm  
by Zoom teleconferencing

Present: Pat Billingsley, Ken Borden, Joan Coryat (recorder), Charlotte Meryman, Rob Stinson, Todd Lynch, Bev Bullock (director)  
Guests: Becky Houlihan for the Friends

1. **Call to order:** Charlotte called the meeting to order at 7:05 pm.
2. **Minutes:**
  - a. Joan was designated as recorder.
  - b. The minutes of the February 21 meeting were reviewed and accepted as amended (Pat moved, Ken seconded).
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. Town is looking for a new IT provider. Currently, Paragus maintains the library's 9 public and catalog computers which is paid for by the town. CW MARS maintains the 8 staff computers. Bev would prefer to have only 1 provider and would prefer that provider to be CW MARS. We currently pay CW MARS \$1075 per annum. An additional \$75 per computer not currently maintained by CW MARS would be needed to switch all maintenance over to CW MARS. The town would still give us funds out of the IT budget.
  - g. **School program updates:** see Report.
  - h. **Friends news and updates:** see Report.
    - Becky is compiling a list of past officers.
    - Susan Farrell is organizing Eileen Stewart's dedication to be held on May 6.
    - Friends will be involved with 'Drop Everything and Read' to be held on April 12.
    - Friends will be sending out a newsletter in May.
    - Jason is planning to hold a Friends retreat sometime in May or June.
    - Holly Hendricks is organizing a lunch provided to staff by the Friends on April 20 in celebration of National Library Workers Day (April 25)/ Week.
  - i. **Maintenance and repair updates:** see Report. The damaged lamp post may need to be replaced.
  - j. **Other library news:** see Report.

Mark Bushee, the Health Director for the Foothills Health District, had suggested that the library might be a potential location for telehealth appointments. Bev suggested that a private 'phone booth' installed downstairs might be able to be used

for telehealth appointments. The group discussed the potential issues related to HIPA rules and confidentiality and came to the conclusion that it was not a good idea.

4. **Financial reports:**

- a. **Budget reports:** Our balance is virtually the same as it was this time last year although the remaining income is \$17,000 higher due to the school library. The reports were accepted as presented (Rob moved, Pat seconded, unanimous).
- b. **Annual fund status:** We have received \$14,615 in donations toward our goal of \$19,500.

5. **Old business:**

- a. **FY 24 budget:** Ken, Todd and Joan will meet as a working group to plan for FY 24 budget meeting to be held on April 20 with the Finance Committee. As part of this work, the group will create a draft summary to be sent to Charlotte for review and then on to the Finance Committee prior to the April 20 meeting. If necessary, we will schedule a special Library Board meeting prior to our scheduled April meeting.
- b. **Annual campaign:** Charlotte will revise and send out reminder postcards next week.  
New residents' letter: Ken suggested a mention of our being only one of two libraries that also serve as the school library. Ken also suggested more of a general town welcome at the beginning of the letter. Pat will send out revised new resident letter to everyone. All agreed that residents who receive a new residents' letter in the current year will automatically be added to our list to receive an annual fund letter the following year.
- c. **Haydenville Library physical condition:** We will not pursue Haydenville Library work until the Meekins projects already in progress under Dick Bart are settled.
- d. **Staff pay equity project:** See FY 24 budget.
- e. **Director's Evaluation:** Charlotte reported that the general consensus based on feedback from the Board was to condense and simplify the evaluation form. Todd asked about the standards being used. Charlotte stated that there are no standards created by the MLA at this time.
- f. **Board representative for next Friends meeting:** Pat will attend the April 10 meeting.

6. **New business:**

- 7. **Action items:** Joan reviewed the action items from last meeting.  
Meeting room policy for political groups needs clarification.  
Joan will add Meeting Room Policy and Financial Gifts Policy to next month's agenda.
- 8. **Next meeting date:** Tuesday, April 18, 2023.
- 9. **Adjourn:** The meeting was adjourned at 9:08 pm (Joan moved, Pat seconded, unanimous).

# Meekins Library Director's Report

March 2023

## Community Connections

- Technology Drop Ins, in collaboration with the Senior Center, began at Nash Hill Place and will continue once a month at Meekins. Peg Whalen and Bev Bullock will be offering tech help on the first Tuesdays of the month from 10:30-12. We had a lively crew at Nash Hill Place with donuts and coffee provided by the Senior Center.
- Mark Bushee, the Health Director for the Foothills Health District, has contacted us to see if Meekins might be a good place to offer space for telehealth appointments. We will be discussing options for this opportunity.

## Staff Updates

- Due to staff illness we have been short staffed for most of February thru March.
- Meekins closed twice in February due to ice and snow and three times so far in March.

## Programming

- Meekins Book Club, March 27 @ 6:00pm Hybrid on Zoom or Hawks Hayden Room. This month's book is *The Sparrow* by Mary Doria Russell. Copies are available at the library.

## Upcoming events

- Dr. Betsy Fleche, Shakespeare scholar, cancelled 2x because of snow and will be rescheduled. She will discuss many aspects of Hamlet.
- March 13- 7-8:30 Spark Joy zoom based on Marie Kondo principles. Co-sponsored by Monson Public Library. Nine Meekins patrons attended.
- 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

- According to our computer inventory, we have three computers that have been in us since 2010. These are the catalogue computers and they really need to be replaced. I have asked the listservs about any libraries using laptops, tablets or Chromebooks. I am leaning toward Chromebooks.
- The town is looking for bids for IT providers. Currently, Paragus (paid for by the town), maintains six of our computers and I am looking into to cost of expanding the CWMARS desktop support to include these six.

### **Maintenance and Repair- Building Updates**

- Bev, Dick Bart, Nick Cacammo and Dan Bonham are meeting to confer on the Meekins gutter project in anticipation of the bidding process for ARPA funds.
- Dave Foster is working on the replacement of the lamp post. Nick Dines has offered help and thinks we will need to replace the cement foundation for the new lamp post. They will work together on this project.
- Steve from Manhatten Restorations will be looking at the old front door and giving us an estimate for the work to be covered with ARPA funds.

### **School updates**

- A shelf has been purchased by the school to display library items at ATD. Duplicate books have arrived and a new display will go up soon at the school.

### **Friends News and Updates**

#### **Director Continuing Education and activities**

- Policy updates – Meeting Room policy update to be forwarded to Trustees and Book Challenge update is in the works.
- Bev will travel by bus with WMLA and CMLA groups to Library Legislative Day on Wednesday, March 15. Appointments have been made with our legislators to promote the 2023 Legislative agenda.
- The staff and Director met in January to work on programming and the action plan. Action plan is in process.

Respectfully submitted,

Bev Bullock