

**Minutes**  
**Williamsburg Board of Library Trustees**  
Monday, May 15, 2023, 7:00 pm  
Hawks-Hayden Room, Meekins Library, Williamsburg, MA

Present: Pat Billingsley (recorder), Ken Borden, Beverly Bullock (Director), Joan Coryat, Charlotte Meryman, Rob Stinson  
Guests: Susan Farrell, Kevin McAllister

1. **Call to order:** Charlotte called the meeting to order at 7:06 pm.

2. **Minutes**

- a. Pat was designated as recorder.
- b. The minutes of the April 18 meeting were reviewed. Ken moved to accept the minutes as amended, Joan seconded; passed unanimously.

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. Bev is still working with the team at Paragus, who hold our licenses for Deep Freeze, but otherwise all computer maintenance is now being handled by CW/MARS.
- g. **School program updates:** see Report.
- h. **Friends news and updates:** see Report. The Friends set up a checking account for Bev's use and put \$4K into it initially. Bev mistakenly used one of the checks to pay the \$3,450 initial payment for the front door restoration project, which led to the account being overdrawn. She discovered the mistake quickly and worked with the Friends to correct the situation. At their last meeting, the Friends decided to add \$2K more to the account and also reiterated their policy that Bev must notify the president and treasurer whenever she plans to write a check over \$500; the policy is still under discussion. Susan Farrell added that the event to dedicate a new bench in honor of Eileen Stewart went well, as did the book collection day, with many volunteers helping to move boxes of books.
- i. **Maintenance and repair updates:** see Report. Jamrog came last week and fixed the oil burner leak, also installed a CO sensor in the basement area. The technician examined the desk mini split that isn't working well, and also a freon leak in the condenser. He will come back soon to do maintenance on all the mini splits and recharge the freon. A technician from New England Door Closer was able to fix the handicapped bathroom door locking system, as well as the pocket door to the restroom hallway that wouldn't stay locked. Last week's heavy rains causing water buildup problems in the window in the connector area; also a mouse has made a hole in the rotted window frame.
- j. **Other library news:** see Report. Incorrect programming by Fire Equipment Incorporated caused the elevator to fail inspection. The problem was corrected the next day, but the elevator can't be used until all inspectors have signed off on it. Otis & FEI are coming

back to inspect on one date, then Otis, FEI, and the state inspector are coming back.

Bev talked with MaryRose Quinn at MBLC via Zoom about the potential impact of the new school library funding model on our state-mandated materials expenditure amount. MaryRose advised that the school library money should not be considered part of our regular town appropriation, and thus not increase state-mandated materials spending.

#### 4. Financial reports

- a. **Current budget reports:** The board reviewed the current financial reports. Everything is on track. Pat moved to accept the financial reports, Rob seconded; passed unanimously.
- b. **Annual fund status (goal \$19,500):** The Board reviewed the latest figures and noted that contribution levels and the number of donors are close to the last few year's totals.

#### 5. Old business

- a. **Annual campaign:** Our first reminder postcard had a minimal effect on donations. Joan will be putting up the thermometer sign soon. We'll also be sending out a final reminder postcard in early June specifying how much still remains to be raised to meet our goal. Charlotte made a few small changes to the letter for new residents so it works equally well for people who have already lived here a few years.
- b. **Book Challenge policy:** The board reviewed the "Guiding principles" and "Reconsideration of library materials" sections that Bev will be adding to the book challenge policy. She has also made a few changes to the materials reconsideration form. Charlotte moved to approve the policy pending minor stylistic changes, Pat seconded; passed unanimously.
- c. **Meeting Room policy:** Bev discussed policies in place in other towns regarding openness to political meetings. She felt that Athol's policy provides a good model. Her main concern is how such meetings are advertised. It must be clear that the library is not a host or sponsor, but rather only allowing use of our space. For example, the announcement could state "This is not a library-sponsored event." Bev will present a new draft of that section in the context of the whole meeting room policy at our next meeting..
- d. **Financial Gifts policy:** Tabled.
- e. **Community outreach:** Tabled.
- f. **Haydenville Library physical condition:** Nick Caccamo added \$40K to the town's capital improvement plan for Haydenville library maintenance and repairs. The proposal was approved by the Finance Committee and goes to the Selectboard next, then must be approved by town meeting. Nick plans to meet with Bev about the procurement process after Selectboard approval.

Todd and Charlotte toured the Haydenville grounds and discussed a range of issues. Charlotte reported that Todd thought the property survey should be done as soon as possible since it could affect many future projects. He suggested that plantings may work as well as putting up a safety fence along the river and require fewer formal approvals. He also thought we should consider planting the section of lawn by the river as unmowed meadow, though it would still be necessary to manage the Japanese knotweed.

- g. **Director's evaluation:** The board reviewed the new version with Charlotte's edits. She had removed several items that people felt unable to evaluate in past years. It was decided to proceed with the new version.

- h. **FY24 budget:** Charlotte distributed the corrected final version of our budget request, as submitted to the Finance Committee. Town meeting will be 6/5/23 at the Dunphy School.
- i. **Board representative for next Friends' meeting:** Charlotte will attend.

6. **New business:**

- a. Charlotte attended the last Planning Board meeting and talked with chair Steve Smith ahead of time about the hybrid Zoom setup they use in their meetings. She plans to do more research to find the most user-friendly setup possible.

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

8. **Next meeting date:** Tuesday, June 20, 2023.

9. **Adjourn:** The meeting was adjourned at 9:20 pm. Rob moved, Joan seconded; passed unanimously.

# **Meekins Library Director's Report**

**May 2023**

## **Community Connections**

- Technology Drop Ins have begun. Peg Whalen will be here for the 1<sup>st</sup> Tuesdays of the month from 10-12. May 2 and June 6.
- Meekins and the Senior Center will be collaborating on the showing of a documentary movie called Gen Silent in October. The showing will be offered to the seven Northern Hilltown COAs and take place at Anne T Dunphy. Meekins will be using our Kanopy account to share with the community.
- Peg Whalen and the Northern Hilltown Consortium of COAs are working on a large grant addressing digital equity in a variety of ways. Meekins will take part as a community partner with the role to be determined.

## **Staff Updates**

## **Programming**

- Meekins Book Club, May 22 @ 6:00pm to be held at a book club member's home. This month's book is *Tomb of Sand* by Geetanjali Shree. Copies are available at the library.

## **Upcoming events**

- April 29- 1pm- Spaceship Landing on the Lawn at Meekins. Live music, free imagination, food and spaceship tours. To cap off NLW and bring to life the richness that libraries and books bring to imagination. James Kitchen and the Appliances, local musicians played inside and we had approximately 50 in attendance.

## **Technology Updates**

- The older computers at the library that were running spinning hard drives have been converted to SSD drives by Jim Weigang. Jim also updated all Windows programs and completed other updates on the public computers.
- All computers are now covered by the CWMARS Desktop Support system. All updates have been taken care of, Deep Freeze operational on all but one of the public computers and the anti- virus- Sentinel One is up to date.

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

- Steve from Manhattan Restorations will be working on the front door. The restoration should take about 3 weeks. The door access will be closed to the public during that time. The project will be paid for with The Friends award from the Florence Bank and Town maintenance funds.

- The elevator remains closed to the public. Scope of Work and proposals have been submitted to Otis. Now for scheduling with Otis and Fire Equipment, Inc.. The final step will be removal of the “placard” by the State Elevator inspector.

#### **School updates**

- Our first display of library books has gone up on the new shelving unit provided by the school. The theme this month is OWLS! We are working toward rotating displays throughout the year.

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

- Policy updates
  - Book Challenge Policy and Request for Reconsideration have been updated
  - Meeting Room Policy. A listserv request has been sent to All-Regions. Replies are being compiled.
  
- No staff will be attending the MLA Conference in May. We hope to send a delegation to the New England Library Association Conference in October. It will take place in Springfield, MA.

Respectfully submitted,

Bev Bullock