

**Minutes**  
**Williamsburg Board of Library Trustees**  
Wednesday, June 21, 2023, 7:00 pm  
Hawks-Hayden Room, Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Ken Borden, Beverly Bullock (Director), Joan Coryat, Charlotte Meryman, Rob Stinson, Todd Lynch (recorder)  
Guests: Anna Seren (trustee elect), Freda Brackley (Friends)

1. **Call to order:** Charlotte called the meeting to order at 7:09 pm.

2. **Minutes**

- a. Todd was designated as recorder.
- b. The minutes of the May 15 meeting were reviewed. Ken moved to accept the minutes as amended, Charlotte 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.

Members discussed with great sadness Bobbin Young's passing. Library staff have put together a memorial display in the main room, along with a condolences book in which patrons can write messages and memories for the family. Bev reported that John Lancaster, who is retired from the field, has been performing some of Bobbin's cataloging work on a volunteer basis. There is a backlog of new books that need to be entered into the system. Amber is also assisting with cataloging. There was discussion about the possible re-allocation of Bobbin's unused salary in the coming months to other library staff to cover her duties.

Naomi plans to leave the 10<sup>th</sup> of August. Bev plans to advertise to fill her position.

There was some discussion of responsibilities for new hires for Naomi and Bobbin's positions.

The Board explored the possibility of volunteers working the circulation desk. Concerns about this include privacy, CORI and SORI information, as well as personal details of patrons being available to those without requisite training.

- e. **Library programming:** see Report.

Bev shared options for allocation of the remaining \$1,000 in the materials budget. Rob had suggested buying a license for Brain HQ, a gaming resource to help with mental fitness. Another possibility is the purchase of a subscription to the New York Times digital edition. Board members were more supportive of the New York Times option. Hilltown Health Consortium is considering the possibility of moving to the Haydenville Library, a suggestion put forth by Town Administrator Nick Caccamo. Board members felt that discussion of details is necessary.

- 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. Freda Brackley of the Friends shared the following:
  - 1. Librarian staff luncheon went well
  - 2. Their planning retreat was a success
  - 3. They plan to have an annual meeting of Friends members – where there will be a speaker and refreshments.
  - 4. Their next meeting will be the 2<sup>nd</sup> Monday in July
  - 5. The next book collection will be Saturday, September 23<sup>rd</sup> 10am-12pm
- i. **Maintenance and repair updates:** see Report.  
Final touches on the door restoration project were completed on 6/21. A replacement for the lamppost that was damaged in the spring is in transit for installation. The elevator pre-inspection took place, but we are still waiting for the state inspector's visit.
- j. **Other library news:** see Report.

#### 4. Financial reports

- a. **Current budget reports:** The board reviewed the current financial reports. Ken noted that this year's funds remaining are lower than last year's. Pat moved to accept the financial reports, Charlotte 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 somewhat lower than last year's totals.

#### 5. Old business

- a. **Annual campaign:** Discussion about switching from Mail Chimp to Constant Contact for electronic newsletters. Board members discussed the need to create a budget for the Annual Fund that would include mailing and printing costs, among other items to be specified. The welcome letter was approved and will be going out soon to the "new" residents. Going forward, board members agreed that this letter should be an annual mailing.
- b. **Book Challenge policy:** The policy adopted at the previous meeting is now on the library website and will be refined as necessary in the coming months.
- c. **Meeting Room policy:** Short discussion as the policy is developed further. Bev shared that Forbes library in Northampton has a policy that might provide a good model for Williamsburg.
- d. **Financial Gifts policy:** Tabled.
- e. **Community outreach:** Todd shared that possible ways to conduct community outreach might be volunteer outdoor clean up days. Todd plans to reach out to Nick Dines and Bev to assess what the landscape priorities for Williamsburg and Haydenville locations might be.
- f. **Haydenville Library physical condition:** Bev reported that the interior space has been cleaned out of old printers and other materials. Some clean up remains. The outdoor maintenance remains to be started.
- g. **Director's evaluation:** Tabled
- h. **FY24 budget:** Tabled
- i. **Board representative for next Friends' meeting:** Ken will attend.

6. **New business:**

- a. Discussion of Surplus materials approval and the process for voting to surplus excess materials. Bev will provide details for a vote at the July meeting.

7. **Action items:** Reviewed

8. **Next meeting date:** Monday, July 17, 2023.

9. **Adjourn:** The meeting was adjourned at 9:10 pm. Rob moved, Pat seconded; passed unanimously.

# **Meekins Library Director's Report**

**June 2023**

## **Community Connections**

- Technology Drop Ins are taking a break during July but will return in August. We typically have 4-5 people needing various kinds of tech help.
- 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.

## **Staff Updates**

- Naomi Schmidt, KMIT Programming Librarian, will be leaving us on August 14. Her family will be moving to NW CT.
- Bobbin Young passed away on June 16. Staff, patrons, community members are heartbroken over this loss.

## **Programming**

- Meekins Book Club, June 26 @ 6:00 pm. This month's book is *The Kurdish Bike* by Alesa Lightbourne. Copies are available at the library.
- Alexis Doshas, nursery manager at Nasami Farm presented to a group of 13 attendees on Thursday, June 15.
- Summer Reading Kicked off on June 17 with a Karaoke /Concert. An Escape Room has been set up in The Haydenville Library and is available by appointment. Many programs are scheduled.

## **Technology Updates**

- All computers seem to be running very well with the new hard drives.

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

- The elevator pre-inspection took place June 21. All systems are ok and the state reinspection can be scheduled.
- Jamrog came today to service the mini-split by the service desk. They suspected a freon leak at the condenser on the roof but determined that the condenser was beyond repair. I have asked for a few estimates with different scenarios. Hopefully this can be fixed soon as it is going to be quite warm.
- Naomi Schmidt and I cleaned out a lot of junk from Haydenville in anticipation of the Escape Room. Some things have been recycled or discarded as garbage. It is looking quite good.

- The Hilltown Health Consortium (Mark Bushee) has outgrown their space at Town Hall. Nick suggested Haydenville Library as an option. They have toured it and are considering whether it would work for them.

### **School updates**

Communication with the school has improved a good bit this year.

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

- Policy updates – Book Challenge Policy and Request for Reconsideration form will be sent via email for review.

Respectfully submitted,

Bev Bullock