

Minutes
Williamsburg Board of Library Trustees
Monday, July 17, 2023, 7:00 pm
Hawks-Hayden Room, Meekins Library, Williamsburg, MA

Present: Ken Borden, Beverly Bullock (Director), Joan Coryat (recorder), Todd Lynch, Kevin McAllister, Charlotte Meryman, Anna Seren
Guests: Anne Bussler (Friends)

1. **Call to order:** Charlotte called the meeting to order at 7:04 pm.

2. Minutes

- a. Joan was designated as recorder.
- b. The minutes of the June 21 meeting were reviewed. Charlotte moved to accept the minutes as amended, Joan seconded, Kevin and Anna abstained; 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.
 - Bev will be advertising this week for the KMIT librarian position. Position is currently 15 hours per week though we have extra hours from last yr.
 - Staff are taking on extra hours which will use leftover funds from Bobbin's salary remainder.
 - Cataloging has caught up!
 - Trustees (Charlotte) will send thank you to Daria and John Lancaster for volunteer work.
- e. **Library programming:** see Report.

The remaining \$1,000 in the materials budget was not spent on Brain HQ or a subscription to the New York Times digital edition which turned out to be very expensive.
No news on Hilltown Health Consortium using the Haydenville Library,
- f. **Technology updates:** see Report.
- g. **School program updates:** see Report.
- h. **Maintenance and repair updates:** see Report.
 - Jamrog gave us an estimate for mini split fixes which will have to go out to bid since it is over \$10,000.
2 condensers would be replaced by 1.
Related capital plan is for 2025 but the town may be able to pay for it out of maintenance.
Minisplit near front desk is not working but all other mini splits and AC are working so it's not too hot.
 - Unit in basement (Liebert) that removes humidity has condenser issue that uses old Freon.
That's also included in the capital plan.
 - Front door restoration is complete and beautiful.

- New light post is here but still has to be installed. Nick Dines has to install and fix footing.
- Bev will follow up with Nick Caccamo re state inspector's final elevator inspection. Nick should be able to see where we are on the schedule.

i. **Other library news:** see Report.

4. Friends news and updates

- The 1/2-day retreat was very pleasant and successful.
- The last mtg was cut short due to the lack of quorum. The meeting will be continued tomorrow, Ken will attend again. The process of giving funds to Bev will be discussed at tomorrow's meeting.
- The next book sale will raise prices like other Friends groups have done. Next collection is on 9/23; sale is Columbus Day weekend.

5. Financial reports

- Current budget reports:** The board reviewed the current financial reports. Ken noted that the remaining balance amount dropped \$8000 compared to the prior 2 years.
- If we add 3 more open hours, it changes the formula which would result in us having to spend less than 19.5% of town allocation on materials. Anna may be interested in looking into the MBLC formula process.
- Question - Why did \$1454.12 from school library program go back to town? Bev will follow up with John.
- Joan motioned that the financial reports be accepted, Todd 2nd; passed unanimously.
- Ken and Joan will put together a document that details what all the different funds are and what they represent. Include funding formula explanation.

Annual fund status (goal \$19,500): We made goal! The final tally was \$19,950.

6. Old business

- Annual campaign:** Todd/Charlotte will document what we spend related to annual fund. Give Charlotte list of things required for the annual fund sign.
- Community Outreach
- Policies:** Bev updated the Meeting Room Policy to include use related to political groups. We will research State of Mass on use of public buildings and will table until next month.
- Community outreach:** Not discussed
- Haydenville Library physical condition:** Michele Listug and husband will buy AC for Haydenville. Charlotte will pull together info about Haydenville Library projects and send to Kevin and Anna.
The property survey should be done first. Charlotte and Todd will speak to Nick Caccamo.
- Director's Evaluation: Completed outside of review with Bev
- FY 24 budget: Bev and John are still working on the budget. The Board will review and vote on it once we have it.
- Board representative for next Friends' meeting:** Joan will attend.

7. New business:

- Charlotte moved, Kevin seconded that we approve 506 books as surplus materials; passed unanimously.

- b. Todd summarized his landscaping review with Nick as follows:
- Need to remove 2 trees near river wall, and at least pruning of ash and sugar maple.
 - Contact Tom Poor (town tree warden). (Action Items)
 - Initiate RDA process with Conservation Committee. (Action Items)
- Ken motioned that Todd contact the tree warden, Joan 2nd, unanimously approved.
Todd will send out details regarding touring the grounds and weeding.

8. Action items: Reviewed

9. Next meeting date: Monday, August 21, 2023.

Todd will take minutes next time with Anna looking on.

10. Adjourn: The meeting was adjourned at 9:10 pm. Ken motioned to adjourn, Kevin seconded; approved unanimously.

Meekins Library Director's Report

July 2023

Community Connections

- Technology Drop-ins with Peg Whalen 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 on October 21. 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 10. Her family will be moving to NW CT.
- Bobbin Young passed away on June 16. Staff, patrons, community members are heartbroken over this loss.
- Plans are moving forward to advertise, interview and hire for the KMIT programming Librarian and to consider how we might best use the full-time position opening.
- Amber's 16-year-old son, Ivan, is volunteering as a shelver and running Dungeons and Dragons. He gets a small stipend for D&D.

Programming

- 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.
- Escape the Haydenville Library Ghost escape room has been set up in The Haydenville Library and is available by appointment. It is great but HOT in the building.
- The Summer Reading promo video, available on the website is very creative- a must see.

Technology Updates

- Deep Freeze is being renewed and updated by Paragus.
- The VOIP phones are not working properly. 4Voice the provider has been contacted.

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 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 and the mini-split itself is not

repairable due to its age and parts availability. 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.
- During a rain event the week of June 25 the library had a leak in the foyer ceiling from clogged drains on the flat roof. Staff were amazing at addressing it and the Town Building Super fixed the drains. Waiting assess any long-term issues with dampness on the interior. Future maintenance of the drains will need to be addressed.
- Due to plentiful rain, the weeds on both library properties have grown huge and the gardens need to be tended. Our crop of the highly invasive black swallowwort has also spread in the front beds.

School updates

The school principal, Stacey Jenkins, has requested our Book Challenge policy to review for the school's use.

Director Continuing Education and activities

- Policy updates – Book Challenge Policy and Request for Reconsideration form will be sent via email for review.
- ARIS is open. Bev attended the training and is gathering statistics to complete the report. Due date August 14. The State Financial Report will open August 1.
- Hampton + Burgoyne Reads is considering a Community Read for Spring 2024. A possibility is *Rough Sleepers* by Tracy Kidder. Tracy has offered to speak here.
- Bev and Rochelle attended the Grand Opening of the new Greenfield Public Library. The speakers were very inspiring and the building a great tribute to modern libraries.

Respectfully submitted,

Bev Bullock