

Minutes
Williamsburg Board of Library Trustees

Date: Monday, November 20, 2023

Present: Ken Borden, Beverly Bullock (Director), Joan Coryat (recorder), Todd Lynch, Charlotte Meryman, Anna Seren.

Absent: Kevin McAllister

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 October 16 were reviewed and accepted as amended (Charlotte moved, Ken seconded, passed unanimously).
3. **Director's report:**
 - a. **Covid-19 restrictions:** see Report.
 - b. **Community connections:** see Report.

Bev wrote a letter of support for the Hilltown Consortium COAs Grant that would provide funds to increase digital equity for senior citizens. Bev's request was for a 'meeting booth' that could be used for telehealth appointments in the library. Funds might also be used for devices such as Hot Spots that have become very popular. Friends currently pay for the Hot Spots and associated annual fee.
 - c. **Staff updates:** see Report.

Bev has so far received four applications for the position of Tech Services Librarian. Applications must be received by December 1 with interviews to follow soon after.
 - d. **Programming:** see Report.
 - e. **Technology updates:** see Report.
 - f. **Maintenance and Repair - Building Updates:** Gutter Project:
 - A project change order is needed to add required work that was not included in the original design spec, which will add an additional amount that needs to be approved by the Board of Selectmen. Going from aluminum to copper, which was recommended by the gutter company, would cost an additional \$13,500 which Bev said the Board of Selectmen will not approve and is not necessary. The library currently has one copper gutter but none of the gutters are very visible from the road.
 - In addition to the installation of new gutters, drainage work on the side near the river will need to be completed to remedy an existing water issue. Todd will speak to Nick Dines about the gutter project and how to improve the drainage.
 - g. **School program updates:** see Report.
 - h. **Director Continuing Education and Activities:**

Bev got a scholarship to the PLA Conference in April to be held in Columbus, OH. She is the sole staff member attending.
4. **Friends news and updates:**
 - a. Susan Farrell is the President, in charge of the book sale and conducting business from

CA.

- b. Friends haven't yet decided what to do going forward regarding campaigning for Florence Bank Community Grants. They consistently show up in the top four or five organizations receiving grants in part due to asking folks to fill out ballots for Friends at the annual fall book sale. At the same time, they are mindful of the needs of many other worthy non-profit organizations.

5. **Financial reports:**

- a. **Budget reports:** Ken noted that we are on track, doing better than last year. Maintenance is less than % of elapsed year. Todd moved to accept Financial Reports, Joan seconded, passed unanimously.

6. **Old business:**

- a. **Annual campaign:** Todd will make changes to Annual Fund letter based on comments and edits. Todd will email Kevin about updating the donor list then we'll see where we are schedule wise. Todd will also talk to Kevin about emails, maybe do later. The amount that has come in so far looks good.
- b. **Policies:** no updates
- c. **Haydenville Library physical condition:**
 - Bev and Charlotte will meet with M.J. Moran and engineer tomorrow to discuss ventilation issues.
 - Charlotte had a radon guy come in and it's only slightly elevated, 5+. Ventilation should help. Putting down moisture seal could help but would be difficult with all the posts and piles of dirt.
 - Charlotte said that in general it's not worth doing mold testing unless you have a serious issue.
 - Charlotte got another painting estimate that fell just under \$10,000 (following lead abatement).
- d. **Meekins and Haydenville Libraries grounds:**
 - At some point, Todd plans on putting the grounds of both libraries on AutoCAD.
 - Todd noted that the fence near the back door (of new addition) is missing a section.
 - Todd also noted that we may need additional fencing near the river now that the Ash tree has been removed.
 - Conservation Commission wants us to plant trees to replace what we took down. Todd will send out a provisional list.
 - Dan Bannister will trim sugar maple. We will have to talk to Mass Highway about trimming the Norway Maple.
- e. **Community Outreach:** no updates
- f. **Green Communities HVAC grant:** Charlotte moved that the Board formally support the application for a Green Communities Grant on behalf of Meekins Library. Anna seconded, passed unanimously. If we don't get the grant, Nick Caccamo agreed that we will have to address the air conditioning need especially in the Hawkes-Hayden Room.

7. **New business:** The Board discussed the practice of chipping in personally to buy gifts for the staff at year end. No decision was made as not all trustees were present.

8. **Review action items:** Joan reviewed the action items from last meeting.
9. **Next meeting date:** Tuesday, December 19, 2023.
10. **Adjourn:** The meeting was adjourned at 9:21pm. Anna motioned to adjourn, Ken seconded, passed unanimously.

Meekins Library Director's Report

December 2023

Community Connections

- Bev attended The Alliance for Digital Equity- All Partners Summit Nov. 15. It was a great facilitated gathering of many community stakeholders. Peg Whalen from the Hilltown COA Collaborative for Digital Equity was there.
- Materials for the Massachusetts Internet for all plan are available at Meekins. The public comment period has ended.

Staff Updates

- The staff will meet in January to begin work on the Action Plan for MBLC.
- Interviews for the Technical Services position have begun. We have narrowed the field to two top candidates. It is hoped that we can hire a new person by Jan. 1.

Programming

- The Meekins Market will end Thursday, Dec. 21.
- The Meekins Holiday Read took place on Sunday, Dec. 10 at 3pm. Twenty adults and children attended.
- Meekins will have a 6 week chess club taught by Andy Morris-Friedman starting Jan. 16.

Technology Updates

- We are considering possibly replacing the KMIT Surface Pro.

Maintenance and Repair- Building Updates

- The Gutter project is in process.
- The Board of Selectmen reviewed the donation from Jim Moran, Western Mass Heating and Plumbing and Marney Electric on Dec. 14. Work can begin Dec. 18.
- Nick Caccamo has been contacted by a UMASS Engineering prof about possibly having the Meekins be a capstone project for a weatherization analysis.
- Meekins floor drains in ER overflowed and will need plumbing attention. Fletcher Drain will be coming Monday or Tuesday.

School updates

- All classes have gotten Libby logins for e and audio books. We are working on the filtering for the younger kids. They are looking into using the elementary platform- SORA.
- Thanks to the Friends, the kids have all gotten new backpacks for bringing books back and forth to school.

Director Continuing Education and activities

- CWMARS is offering some great workshops/roundtables in covering Kanopy, Tech Help sessions and Makerspaces.
- Bev was awarded a full scholarship to attend the PLA Conference in April 2024 in Columbus, Ohio.
- Bev attended the Alliance for Digital Equity all Partners Summit on Nov. 15. The all-day event was lead by a great facilitator and outlines for the Mass Broadband Institute funds were introduced. A special division of the Alliance has been formed for libraries and will meet for the first time 12/21. Lots of exciting things are going on in Western Mass.

Respectfully submitted,

Bev Bullock