

Minutes
Williamsburg Board of Library Trustees
Monday, August 21, 2023, 7:00 pm
Hawks-Hayden Room, Meekins Library, Williamsburg, MA

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

1. **Call to order:** Charlotte called the meeting to order at 7:03pm.

2. Minutes

- a. Todd was designated as recorder.
- b. The minutes of the July 21 meeting were reviewed. Ken moved to accept the minutes as amended, Kevin seconded, passed unanimously.

3. Director's report

a. **Covid-19 restrictions:** see Report.

b. **Community connections:**

There was discussion about opening of the Public Safety Complex in Williamsburg Center. Possible options for participation include having a table with information about the library.

c. **Senior services:** see Report.

d. **Staff updates:** see Report.

Both Irene and Naomi have left. The search for staff to fill those positions is on-going.

Bev has been in contact with a library temp agency to see about filling the gaps in staff hours until new hires begin.

There was also a suggestion to contact the Mt. Holyoke branch of library sciences school for possible candidates.

e. **Library programming:**

Massachusetts Library Road trip is an initiative that could provide some more interest in the library from those outside the immediate vicinity. Board members discussed options for creating a sticker for the library to participate in the library "passport" element of the road trip program. Bev agreed to research specifications for the sticker.

f. **Technology updates:** see Report.

g. **School program updates:** see Report.

h. **Maintenance and repair updates:**

The Elevator is repaired.

One of the phones is not functioning because of a new modem.

Bev will follow up with Dick Bart about the gutters.

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

4. Friends news and updates

A membership letter was to be sent out in the coming weeks.

The annual membership meeting is set for Tuesday September 26, 2023 at 7pm. There will be a featured guest speaker, and voting on the new bylaws.

Book collection will be on September 23 10am-12pm.

5. Financial reports

- a. **Current budget reports:** The board reviewed the current financial reports. Ken shared comparisons between the budget for the past two fiscal years through a review of the differences in percentages.
- b. Charlotte motioned that the financial reports be accepted, Kevin 2nd; passed unanimously.
- c. 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: tbd): New Goal to be set in October. Current tally is \$375.00.

6. Old business

- a. **Annual campaign:** Todd/Charlotte will document what we spend related to annual fund. Give Charlotte list of things required for the annual fund sign.
- b. Community Outreach:
- c. **Policies:** Bev updated the Meeting Room Policy to include use related to political groups. The citation of the MGL reference code was added to the language of the policy. Charlotte moved to accept the policy as amended. Kevin seconded, passed unanimously.
- d. **Community outreach:** Board members discussed possible community work days for the landscape at Meekins.
- e. **Haydenville Library physical condition:** Joan, Kevin, Charlotte, Bev, Nick Caccamo and Dick Bart met at Haydenville Library to assess the physical condition of the building. The following are their recommendations:
 - Ventilation is needed.
 - Mold/Radon assessment as well as survey are priorities.
 - The funds allocated for lead abatement and painting will roll over into the next fiscal year.
- f. **FY 24 budget:** Bev shared the draft of the Budget. Board members discussed ways to allocate funds including ways to cover the costs of new positions. Kevin moved to approve the FY24 budget and Anna seconded. The budget passed unanimously.
- h. **Board representative for next Friends' meeting:** Anna will attend.

7. New business:

- a. Todd summarized meeting with Tom Por, the town tree warden. Tom believes that the Ash tree should be removed, as well as the Elm, the Box Elder and the Sugar Maple. Tom recommended that Todd begin the process of submitting an RDA to the town Conservation Commission to permit the tree removal.

8. Action items: Reviewed

9. Next meeting date: Monday, September 18, 2023.

10. Adjourn: The meeting was adjourned at 9:16 pm. Anna motioned to adjourn, Kevin seconded; approved unanimously.

Meekins Library Director's Report

August 2023

Community Connections

- The Public Safety Complex got a grant and made a video of the stream ecology on the new property. They have put a link to the video on our "Community Computer".
- The Grand opening of the Public Safety Complex will be held in October. Meekins has been asked to participate in some way either as volunteers or as a educational role/public service.
- Meekins has been invited to participate in an MBLC sponsored Library Road Trip for Western Mass libraries. It will take place Oct. 1- 31 but will be a live website for years to come. Here is the SAILS link: <https://malibraryroadtrip.com/>

Staff Updates

- Naomi Schmidt, KMIT Programming Librarian, last day was August 10. Her family will be moving to NW CT.
- Irene Tournas, circulation assistant, has resigned. She has taken a full-time temp position at UMASS Science Library.
- John Lancaster and Amber continue to take care of the cataloging.

Programming

- Summer Reading has wrapped up for 2023. Final numbers are just coming in.

Technology Updates

- The VOIP phones are not working properly. 7474 can't be dialed in from outside numbers. 4Voice, the provider has been contacted.

Maintenance and Repair- Building Updates

- The elevator is back in service.
- Trees on both library properties are being evaluated for trimming and possible removal.
- Gutter project somewhat stalled.
- Repair and prevention of future roof leaks in the foyer are in the works.

School updates

- We have gotten our school schedule and most likely will start classes the week of Sept. 11.
- Review of the Memorandum of Understanding has begun. The ATD School Committee meets in 8/23 and 9/20

Director Continuing Education and activities

- Policy updates – Book Challenge Policy and Request for Reconsideration form are posted on the website.

- ARIS(Annual Report Information Survey) was submitted August 16. The State Financial Report/State Aid is open as of August 1 and is due October 6.
- Hampton + Burgundy 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.
- The New England Library Association (NELA) annual conference in October will take place in Springfield. We are working on plans for all to attend.

Respectfully submitted,

Bev Bullock