

Williamsburg Board of Library Trustees

Tuesday February 20, 2024

Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Minutes

Attendees: Bev Bullock, Charlotte Merryman, Joan Coryat, Ken Borden, Todd Lynch, Kevin McAllister, Anna Seren (recorder), Anne Haxo (Friends)

1. **Call to Order:** Charlotte called the meeting to order at 7:05pm

2. **Minutes**

- a. Designate recorder: Anna
- b. Review draft minutes: January minutes reviewed; Charlotte moved to accept as amended; Joan seconded, passed unanimously

3. **Director's Report:** see attached report

- a. Theater Reading Group concluded Stage Door; Chess class is finished- may continue with different instructor on a less frequent basis; CreativeBug is launched; Kevin will look into connecting Trails Committee with Summer Reading Program

4. **Friends News and Updates**

Jason has resigned. Made a good start on cleaning out the Friends' archives and donated pop-up tents to Grow Food Northampton. Had a successful Valentine's Day program. Bringing back the Memorial Brick Fundraiser and may work with Trustees on using that money for landscaping projects. Possible Friends and Trustees landscaping work day for end of April. Literary Costume Party on hold until next year

5. **Financial Reports**

- a. Much the same as last month. Anna moved to accept Financial Reports, Kevin seconded, passed unanimously

6. **Old Business**

- a. FY25 Budget: Joan and Charlotte have worked on a letter, utilizing the Wage Classification Study, to the Financial Committee and Select Board to reclassify Library Director into Grade E.

Charlotte motioned to request an increase in the Director's salary line by \$8,080.80 to bring her hourly rate to \$36.06, in line with other library director salaries in the region. Kevin seconded; passed unanimously.

This will increase the mandated materials spending. Charlotte motioned to request an increase in the materials budget by \$2000 to account for the increase in state materials expenditure requirement resulting from the requested increase in the Director's salary line. Ken seconded, passed unanimously.

Charlotte motioned for our usual annual increase of 2.5% in the school library budget line. Todd seconded, passed unanimously

- Kevin motioned to accept FY25 Budget request with separately voted increases in Director's salary line, Materials budget, and School Library Program. Anna seconded, passed unanimously
- b. Capital Planning Requests: Bev previously put in requests for FY25: \$60,000 HVAC and \$50,000 Repointing; FY26 \$50,000 window repair/replacement and front stairs. Charlotte moved to support the capital expenditure request for replacing the Leibert unit on Lower Level and heating/cooling systems in Hawks-Hayden Room and at Circulation using estimates to be provided by Jamrog. Kevin seconded, passed unanimously
 - c. Annual Fund: Donations are down slightly as compared to this time last year. Will most likely send out letters to new homeowners in April
 - d. Haydenville Library: volunteer work is complete, unofficial radon level is down, building smells better
 - e. Library Hours: We have spoken to the Library Director, Steve Smith of the Planning Board, and Bill Sayer of the Select Board and have been given steps for continuing the work
 - f. Meekins and Haydenville Library grounds: Todd will look into availability and species of tree and shrubbery for Meekins at Ash tree removal site. Bev will take pictures and call the town to inform them of possible hazards and liability issues of open area leading to river at Ash tree removal site. We may need to include some fencing options along with the new plantings. Front stairs are leaking, not draining, not sealed properly, and caps on the walls have cracks. There is moisture in the basement. We did not get the Green Communities grant
 - g. Community Outreach
 - h. Endowment Fund
 - i. Designate board representative for next Friends meeting: Anna will attend next Friends meeting March 11, 2024

7. New Business

- a. Library Giving Day is April 3. We will try to do a pared-back version to see if this is something we want to continue in future

8. Review action items from last meeting

9. Next Meeting Date: Monday, March 18, 2024

10. Adjourn: Kevin motioned to adjourn at 9:25pm. Joan seconded, passed unanimously

Documents cited:

Draft Minutes -

Director's Report –

Financial reports –

Agenda -

Action Items -

Book Keeper's Report –

Meekins Library Director's Report

February 12, 2024

Community Connections

- Technology Help Tuesday, February 13, 10-12. Collaboration with Williamsburg Senior Center and TechConnect Northern Hilltowns COAs- <https://northernhilltownscoas.org/p/147/Tech-Connect>
- All Hamptons +Burgy is participating in a community read. The book is Master, Slave, Husband, Wife. Historic Northampton is bringing in the author and a historic costume designer for a large event on April 9.

Staff Updates

- The full staff met February 5 to plan events for the next few months and complete work on the Action Plan for MBLC.
- Meghan Doyle, our new Technical Services Librarian started on Jan. 22.

Programming

- Reader's Theatre will continue to read *Stage Door* on Sunday, February 18 @ 2 pm.
- Meekins Chess Club is going well. Class runs through 2/20 as long as we don't have too many snow days.
- See full list at end of report

Technology Updates

- CreativeBug will launched Friday, February 16 as proxy server set up and authentication were clarified. <https://www.creativebug.com/lib/meekins-library>
- A new catalog experience, Aspen Discovery, will launch March 4. Staff are being trained during the month of February and help will be available.

Maintenance and Repair- Building Updates

- The Gutter project has been completed. Now we need rain to test it.
- Haydenville ventilation project lead by MJ Moran and supported by Western Mass Heating and Plumbing and Marney Electric is complete.
- The town was not successful in getting the Green Communities Grant for our HVAC upgrades. An alternative will need to be researched as we will need AC this summer. Jason from Jamrog will be in this week to generate ideas and a proposal.

School updates

- All classes have gotten SORA , the kids version of Libby, logins for e and audio books. All grades have been in with their iPads, connected to our WIFI and checked eBooks or audiobooks out using Meekins School library accounts.

Director Continuing Education and Activities

- The Library Network division of the Alliance for Digital Equity meets Wed. Feb.21.
- Bev to PLA (Public Library Association) Columbus, Ohio, Tuesday April 2- Friday, April 5, 2024.

Respectfully submitted,

Bev Bullock



Programming

- Chat GPT Wed. Feb. 21 6pm (thanks Rob Stinson for setting this in motion)
- Cultural Council Grants- Pastel Workshop (Oct 9), Lara Tupper (Memoir Writing: What's Your Story?), Caravan Puppets, Grumpytime Band Concert
- Mending Workshop, Saturday, March 23- button sewing jean patching, darning,
- Mill River Flood- 150th Anniversary- Eric Weber May 16, lecture, Fran Kidder Flood paintings for May
- Ensemble Galliard- Improvisations for Guitar and Recorder- March 10 4pm
- The Softer Side of Celtic concert - kick off National Library Week April 7 4pm
- Summer Reading – Read, exciting lineup