

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, Sept 17, 2018

Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Cynthia Barker, Joan Coryat (recorder), Charlotte Meryman, Ed O'Neil, Katie Krol

1. Pat called the meeting to order at 7:03.
2. Minutes: The minutes for the 7/16/18 meeting were reviewed. Charlotte moved to accept as submitted. Joan seconded. Unanimously approved.
3. Director's Report:
 - a. School Program Updates – Although Katie conveyed her and the Board's concerns and preference to retain a two-day library class schedule to Principal Stacey Jenkins, Stacy decided to schedule all class visits to the library on Thursday. It was also noted that Sixth graders will not visit the library at all which will increase staff work according to Katie. It is not clear why sixth graders are no longer included in library visits.
 - b. Friends News and Updates – The Friends supported the Summer Reading Program, will pay for 2 new computers, have donated funds for the up-coming Halloween party and are preparing for their annual Columbus Day book sale. The Friends Chair, Becky Houlihan, recently sent out the annual email solicitation for Friends membership.
 - c. Staff Updates - Moira Cranshaw, the Kmit Children's' Programming Librarian, recently gave her notice. Katie asked the Select Board to approve a higher hourly rate of \$20/hr., to which they did agree, for the position in order to attract qualified candidates. Katie hired Naomi Schmidt as the new Kmit Children's' Programming Librarian. Katie also hired Lisa Zacks for the 5 hr./wk. circulation assistant position. Both new staff members hold MLS degrees. The library's technical services staff member was recently out sick, including a hospital stay, for 3 weeks. She is now back in the office.
 - d. Security News – No updates related to installing a 'panic button'. Katie did share security related information on MBLC forms with both the Williamsburg Police and the Select Board.
 - e. Other library News – Katie recently completed the Annual Report Information Survey (ARIS) and Financial Report administered by the MBLC required by the State.
4. Financial reports:
 - a. Annual Fund status: The final FY2019 Annual Fund tally is \$18,408, just shy of the \$18,500 goal. The FY2020 tally already stands at \$5400 thanks to a few generous patrons. The FY20200 goal is \$18,500, same as last year.
 - b. Current Budget Status: Katie distributed a set of financial reports. The budget is on track. Friends will pay for 2 new computers and an additional computer will be paid for out of Seewald funds.

Katie was informed by the Select Board that the Haydenville Library internet access is costing the library \$679.88 annually. Katie will survey the groups that use the Haydenville Library to ascertain whether or not it is still needed.

5. Old Business:

- a. Meekins buildings and grounds: Still waiting on Champlain Masonry for an estimate to complete needed grouting.
- b. Haydenville repair projects: Ed will follow up with John Hoogstraten regarding the installation of an outdoor faucet at the Haydenville Library.
- c. Performance review plan: All present agreed that we will not use the town employee evaluation forms as they do not fit library staff job requirements. The board will instead review the evaluation forms used by other libraries that Katie already distributed to the group. Board members should be ready with their recommendations regarding our Library Director evaluation form for the October board meeting.
- d. Library endowment fund/foundation: No further comments.

6. New Business:

- a. The group reviewed and discussed Pat's chair activities list.
- b. Election of Officers: A motion was made by Cynthia to create a new Vice-Chair position. Joan seconded. Unanimously approved.
Charlotte motioned, Joan seconded, that the following slate of officers be nominated and voted upon;
Pat Billingsley: Chair
Joan Coryat: Vice-Chair
Cynthia Barker: Treasurer
Scribes will include everyone but Chair and Vice-Chair.
The group unanimously approved. As of now, on a trial basis, the Vice-Chair will create and distribute the meeting agendas and conduct the board meetings. The Chair will serve as the public face of the Library Board and retain all other duties as outlined in Pat's list. Going forward, based on experience, the duties performed by the Chair and Vice-Chair may change.
- c. Major gift and bequest policy: The group discussed but came to no conclusions.
- d. Financial Report Tutorial: Put off until Oct meeting.

7. Next meeting date: Oct 22, 2018

8. Meeting adjourned at 9:10 p.m.

P. A. Billingsley