

## Minutes

### Board of Trustees of the Williamsburg Libraries

09/19/2017

Present: Pat Billingsley, Cynthia Barker (recorder), Joan Coryat, Jon Gould, Katie Krol

1. The meeting was called to order by Pat at 7:12 P.M.
2. Minutes
  - a. Cynthia was designated the recorder.
  - b. Review of the draft minutes of the July 17, 2017 meeting was deferred to the next meeting in October.
3. Director's Report
  - a. School library program update: Our contract with the school was signed in August, and we have sent out a bill. We experienced some issues during the first week of the school year. Three children in the sixth grade class were physically disruptive. Their teacher promptly sent them to the principal, parents were notified, and the library has received letters of apology from the students.
  - b. Friends news and updates: The Friends have graciously agreed to purchase a new copier (estimated cost of \$3,000-\$3,500) to replace one that is nearly eight years old.
  - c. Mass Historical Commission final report update: Our Town Administrator should now have everything she needs from us to prepare a final report about the repair of the cheek walls; this project was supported, financially, by a grant from the Massachusetts Historical Commission.
  - d. Karen Jackson presentation: Karen is scheduled to provide a presentation on Oct. 14.
  - e. Other library news: The Annual Review Information Survey (ARIS) has been filed. Our annual circulation declined to 70,181 items; circulation is also down across the state. Katie has prepared an article for the next Town Newsletter. We have recently experienced a collapse in the burn chamber of our heating system; Jamrog has repaired the system, and they have also provided us with a maintenance contract. Katie informed our Town Administrator and the Chair of the Finance Committee that this significant, expensive repair may cause us to exceed our annual maintenance budget.
4. Financial Reports
  - a. Annual fund: Thus far, we have received \$100. It will soon be time to think about the fundraising letter for the annual campaign. Pat will check with Charlotte, and see if she would be willing to draft the letter.
  - b. Overall Budget-Katie distributed the monthly financial reports. We are on budget with the possible exception of maintenance expenses, as noted above.
  - c. Tax preparation update: Cynthia will prepare the Tax Reporting Documents for the Meekins Trust Fund (due Oct. 15). The required data from the Town Accountant has arrived. Eric Weber was asked to provide the information required from the Meekins Trust Fund money manager. It is probably in Cynthia's mail box, now (Cynthia just returned from vacation, and has a mountain of mail to sort through).
  - d. Income Plan: Katie, Cynthia, and John Palmer met several weeks ago to review our projected cash income (from sources other than the Town's General Fund) to ensure that projected income will be sufficient to support our Operating Budget for the current fiscal year. They concluded that projected income will be sufficient for the current year. It is also probably sufficient over the next five years, assuming status quo expenses, and

continued success with the Annual Campaign. We decided, however, that it would be prudent to prepare a 5-year income plan (to be updated, annually) to at least confirm our intuitive judgment. Cynthia has collected the data to perform this analysis, and will provide a report for the Board, once the taxes are completed.

- e. Technology replacement plan: At the meeting noted above, we discussed the fact that we do not have a replacement/upgrade plan for the Library's technology resources. We generally wait to replace items only after they have failed or become unreliable; at that point, we hope that we can find sufficient funds to replace the equipment. The Board agreed at this meeting that development of such a plan is an appropriate project to pursue. This project will begin with Bobbin preparing an inventory of all technology assets. Then, we will assign reasonable replacement cycles for each asset, and project, initially, the replacement/upgrade costs over the next 5 years (plan to be updated, annually). From this baseline, we will then consider technology trends that might eliminate the need to replace some items or require addition of other new technology that we do not currently own. We briefly discussed possible sources that might assist the Board with those decisions. Katie indicated that there are probably no experts at the State Administrative level to help us. Pat wondered if we should analyze Smith College's recent technology initiative; Katie indicated that the size, scope, and expense of that project is too large/extensive to be relevant to our future direction. This project will take several months to complete; again, Cynthia will be devoting time to this project, once the taxes are finished.

5. Old business.

- a. Meekins cheek walls update: The cheek walls have been repaired. Special thanks to Jon for shepherding this project to a successful conclusion. Hopefully, this repair will be good for another 100 years. Jon will prepare a summary of the costs incurred for this project for our October meeting. Katie requested an early copy of the information as she needs it for another report.
- b. Meekins insulation project update: Jon recommended that we hire Austin Design to do some design work to determine what needs to be done in the library attic. The Town Administrator has advised that the easiest approach is to process an add-on to our existing contract with Austin to perform this work. Jon reported that the Building Inspector would also like to be a part of this project; he wants us to hire an architect to prepare plans, so that there is some protection for the Building Inspector. Following some discussion, Jon moved that the Board approve an expenditure not to exceed \$2,000 from monies appropriated for the attic insulation project for design work by the architect. Joan seconded the motion, and it was unanimously approved. Jon will contact the Town Administrator and Town Building Supervisor to discuss next steps.
- c. Haydenville repair project update: This project is nearly complete. Jon reported that he believes Nick Dines is planning to plant some bamboo on the property by the end of September. Joan will follow up with Nick and confirm the nature of the planting. Katie introduced some new, potential repair projects to respond to safety hazards at Meekins. There is a 5-inch divot in front of the book drop, causing a dangerous situation. In addition, the walkway from the sidewalk to the front steps is quite uneven. Jon will get Rob involved, and see what recommendations Rob may have to address these concerns.
- d. School Committee coordination update: Pat forwarded our analysis of school program costs to the Chair of the School Committee. The Chair will present this information to

the School Committee tomorrow night. We have offered to answer any questions from the Committee. Pat will forward a copy of the analysis to the Library Board members.

- e. Greta Carey exhibit and sale update: Plans for the Greta Carey art exhibit and sale are proceeding well. Willo will return to Williamsburg in early October; at that time, she and Pat will finish photographing the art. Pat has already set up a website to feature the paintings for sale, and photographs of many of the paintings are now on the website. Key dates for the exhibit/sale are:

- April 2: Hanging of the show in the library (about 30-40 paintings of a total of 70-80 paintings).
- April 3: Opening night at the library. Silent auction begins.
- April 27: Silent auction ends. Live auction of 5-10 paintings. Paintings that are not sold will be moved to the Grange exhibit.
- April 28-29: Grange exhibit and sale of remaining paintings. Willo will set the prices.

Willo will collect the money from the art show. She intends to contribute the proceeds to the Library, the Grange, and the Historical Society. We do not know what percentage of the proceeds will be donated to the Library.

Charlotte has agreed to interview Willo about Greta Carey. Katie will ask the Town for a liquor license on April 27. Katie will see if her auctioneer contact will be available to conduct the live auction on April 27.

Some members of the Board have volunteered to assist with publicity and promotion.

6. New Business.

- a. Review landscape plan for Meekins grounds: Pat has asked Nick Dines to attend our October meeting.
  - b. Review items for town newsletter: Katie has written a multi-item article for the fall town newsletter. We determined that we can defer discussion in the newsletter about the Greta Carey art show until the winter edition of the newsletter.
  - c. Conflict with special town meeting October 16: Our next scheduled meeting for October 16 conflicts with a special town meeting that will occur that evening.
7. Next meeting: The October meeting is tentatively scheduled for Tuesday, October 17. Pat will contact Charlotte and Rob, and determine if they are available that evening.
8. Meeting adjourned at 9:00 P.M.

Respectively submitted,

Cynthia Barker

A handwritten signature in blue ink that reads "P. A. Billingsley". The signature is written in a cursive, flowing style.