

## Final Minutes

### Board of Trustees of the Williamsburg Libraries

07/16/2018

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

- 1.) The meeting was called to order by Pat at 7:10 P.M. Charlotte distributed a contact list of Trustees.
- 2.) The Board welcomed our new trustee, Ed O'Neil, and gave him a copy of the Trustees Handbook from the Mass. Board of Library Commissioners.
- 3.) Minutes
  - a. Cynthia was designated the recorder.
  - b. The draft minutes of 6/19/2018 were reviewed. Joan agreed to record requested changes to the minutes, and write the final report. Cynthia moved to accept the amended minutes, and Ed seconded the motion. The minutes were unanimously approved.
- 4.) Director's Report
  - a. School library program update: We have not yet received a response from the Principal of the elementary school regarding the scheduled hours to be dedicated to elementary students for the new school year.
  - b. Friends news and updates: Susan Farrell is singing this week at Angel Park. The donations received will be given to the Friends.
  - c. Staff Updates: We expect that the 5-hr/week circulation position will be difficult to fill. The one candidate that we interviewed did not work out, and no other candidate has applied.
  - d. Annual Review and Statistics Report: Katie is in the process of preparing this report. This year there is a special set of questions regarding social services and security. It would be good to share this information with the Police Dept., the Friends, and the Town Administrator.
  - e. Summer reading program: We have registered 81 adults, 35 young adults, and 107 juveniles for the summer program.
  - f. Miscellaneous: We need to set a schedule for Board meetings for the coming year, and establish a goal for our annual fundraising. It is also time to remove the fundraising sign.
- 5.) Financial Reports
  - a. Annual fund: We have raised \$18,408. The reminder postcards that were mailed to potential donors near the end of the campaign had a positive effect. Joan moved and Charlotte seconded a motion to establish a fundraising goal of \$18,500 for the annual fund appeal of FY 2020. The motion passed unanimously.
  - b. Current Budget Status: -we are currently on budget.
  - c. Greta Carey Fund Update: The library received an unexpected donation of \$1,035 to the Greta Carey Fund.
  - d. Tax status: Cynthia filed our taxes for last year.
- 6.) Old business.

- a. Meekins repair projects: We need to obtain an estimate from Champlain Masonry to complete needed repairs.
- b. Haydenville repair projects: No new progress to report. Ed will talk with John Hoogstraten to see if an exterior faucet has been installed for gardening needs. We also asked Ed to be a liaison with John Hoogstraten, and to stay in touch with Rob.
- c. Performance review plan: The Board agreed to conduct Katie's performance review in January. We can redesign the existing review form to meet our needs. Pat will check with the Town Administrator to understand the procedures the Town is using to collect input from staff for performance reviews. Charlotte offered to talk to the Town Administrator about the current review form, and determine what Charlene likes, doesn't like, and would wish to change.  
Pat asked the Board members to individually examine the existing forms, and consider how you would like to change or completely redesign them. We need to think about categories/areas we wish to evaluate. We should have a detailed discussion about this at the September meeting.
- d. Library Foundation discussion: No one on the Board appears to be enthusiastic about establishing a Foundation. We are left with the question "If we receive a large gift, where do we put it?" Perhaps we could set a policy to place it in specific accounts depending upon the size of the gift.  
Katie offered to talk to the Director of the Forbes Library to determine what they are doing.

7.) New Business

- a. Election of Officers. The election is deferred to the next meeting. Pat would like to remain on the Board, but not be the chair. There was some discussion about rotating chairs. Joan noted that this would not be the best time for her to assume the role, as she does not have much free time. Rob talked with Pat earlier about this subject and noted that it would be difficult for him to be chair since he is away a lot. He wondered if it would be helpful to have a Vice-President. Pat agreed to think about individual tasks that she does that could be assigned elsewhere. Joan could think about preparing the agenda.
- b. Trustee interest list: Katie agreed to keep a list of people who may be potential trustee candidates.

8.) Meeting adjourned at 9:15 P.M.

Respectively submitted,

Cynthia Barker

