

Minutes, Board of Trustees of the Williamsburg Libraries

Monday, October 18, 2021

Hawks-Hayden Community Room, Meekins Library
and via Zoom

Present: Pat Billingsley (recorder), Ken Borden, Bev Bullock, Joan Coryat, Fred Goodhue, Charlotte Meryman, Rob Stinson
Guests: Nikki Gardner, Nick Dines

1. Joan called the meeting to order at 5:04 pm.
2. Minutes
 - a. Pat was designated as recorder.
 - b. The board reviewed the draft minutes of the August 16 meeting. Joan moved that the minutes be approved; Pat seconded, approved by majority with Fred abstaining.
3. Old business
 - a. **New front walkway:** To take advantage of the afternoon light, the group went outside to view Nick's planned layout for the new front walkway. The planned brick walkway will replace the current asphalt walkway, which has cracked and buckled. The group discussed the pros and cons of a curved versus straight path from the sidewalk to the base of the steps, then moved back inside for further discussion. Pat moved that the current walkway be replaced with one that follows the current straight path, is 8 feet wide instead of the current 10, and ends in a 6x10 foot landing at the base of the steps; Rob seconded, approved unanimously.
4. Director's report (appended)
 - a. **Covid-19 update:** see Report
 - b. **Community connections:** see Report
 - c. **Senior services:** see Report
 - d. **Staff updates:** Bev explained that departing staff member Sue Young-Cornell had been working 13-14 hours/week as a circulation assistant.
 - e. **Library programming:** see Report
 - f. **Technology updates:** see Report
 - g. **School program updates:** see Report
 - h. **Friends news and updates:** Nikki reported that the Friends made \$2,600 from their recent book sale. They are still seeking someone to take over planning and management of future book sales. They also plan to buy new, easier-to-manage tents to replace their current ones.
 - i. **Maintenance and repair updates:** Bev clarified that she had called Jamrog about the mini-split unit nearest the circulation desk, which is still leaking.
 - j. **Director continuing education:** Bev announced that the CW/MARS Social Justice Committee will be offering panel discussions for members throughout the year.
 - k. **Other library news:** see Report

5. Financial reports
 - a. **Annual fund status:** \$200 has been received for the FY22-23 fund to date.
 - b. **Current budget reports:** The board reviewed the current budget reports and confirmed that everything is on track for the year. Pat moved that the reports be approved without changes; Charlotte seconded, approved unanimously.

6. Old business, continued
 - a. **New front walkway:** See 3a. above.
 - b. **Annual campaign**
 1. **Thank-you notes for larger donations:** Charlotte reported that the cost of getting note cards printed with the library logo appears to be very high, but she will also check with Collective Copies.
 2. **DonorSearch:** Bev reported that in a recent phone call with Abby von Schlegel, Abby appeared to have some misunderstandings about the status of our library. Rob will follow up with Abby to clarify and find out if it still makes sense for us to proceed with a trial run of the DonorSearch software.
 - c. **Long-range strategic plan update:** The LRSP working group has been very busy conducting formal and informal meetings with library stakeholders. They have finalized the text of the community survey and expect to make it available to community members online and on paper later this week. Their outreach program will use multiple channels to let people know about the survey and encourage broad participation. Larry West has also volunteered to help with distribution.
 - d. **Anne T. Dunphy School Library Subcommittee:** Nothing new to report.
 - e. **Staff pay equity project:** Bev reported that Nick Caccamo, our new town administrator, asked all department heads to state which of several available state grants would be most helpful to them. In line with Bev's request, the town has been awarded \$20K for a wage classification study that will look at jobs and wages across other communities our size. The study will be conducted by a team from UMass Boston.
 - f. **Board representative for next Friends meeting:** Charlotte will attend the November 8 meeting of the Friends. Barring any scheduling conflicts, Rob will attend in December and Pat will attend in January.
 - g. **Action items:** The board reviewed the action items from last meeting.

7. New business
 - a. **Financial timeline:** Fred sent his draft timeline to Bev, Joan, and Ken for review. He then incorporated their comments into a revised draft that he will distribute to the whole board for review.
 - b. **Haydenville Library physical condition:** Charlotte discussed the problem of invasive knotweed spreading onto the lawn from the retaining wall abutting the river. She spoke with Lincoln Fish, who is handling knotweed removal for the town, and with the Conservation Commission, which has jurisdiction over town waterways. The commission advised that chemically removing the knotweed would require submission and approval of a formal Notice of Intent (NOI). Lincoln said there is not enough money in his budget to cover the drafting of an NOI. In the

meantime, the commission advised that only mechanical means can be used to remove the knotweed. Charlotte plans additional followup with Lincoln and commission member Joe Rogers to determine next steps.

- c. **Greta Carey Fund:** The Greta Carey Fund is used to hold monies that have been donated to the libraries in memory of specific people. In response to a recent question from the Friends, the board confirmed that the director is authorized to spend the Greta Carey monies on anything the library needs, at her discretion. There is no requirement that the monies be used to pay for objects, spaces, or activities that memorialize specific people, though that could still be a possibility.
- d. **Library bylaw revisions:** Pat and Rob will try to draft a set of revised bylaws for the board to consider at the November meeting.

8. **Next meeting date:** Monday, November 15, 2021.

9. **Adjourn:** Charlotte moved to adjourn the meeting at 7:15 pm, Ken seconded, approved unanimously.

Meekins Library Director's Report

October 2021

Community Connections

- Melissa Wilson, Senior Center Director, and I have been working on a potential collaboration to address issues of the digital divide for Seniors. We have recruited a new community member to assist in steering this effort.

Staff Updates

- Sue Young-Cornell has resigned to take on more hours at her other position at West Springfield. Her position will be posted this week.
- Volunteers are being trained to process new books, a task previously done by Beth Kilduff who is now a staffer.

Programming

- Halloween plans in the works. Board of Health meeting Friday, October 15 to discuss town wide plans. We will be having outdoor activities which will include a scavenger hunt for candy, take and make crafts and staff costumes.

Technology Updates

- New website at last!
- Evaluating calendar and scheduling software to add to the website

Maintenance and Repair- Building Update

- Called Nicole at Jamrog about the mini split on 10/3. No word yet.
- The door from the lower level to access the Rt. 9 side of the building was jammed over the weekend and wouldn't lock. Florence Lock and Key was called to check it. We needed additional master keys made so Mark Sienkiewicz will be coming to evaluate all our doors, cylinders and locks.
- We have ordered an "OPEN" flag which will need to hang from a pole on the Rt. 9 side of the building. I will be contacting dig Safe to be sure our location will work

School updates

- The Memorandum of Agreement was signed by the School Committee. A new invoice has been sent to HRSC.
- All classes going smoothly so far!
- Stacey contacted me and Bill Sayre about setting up a meeting.

Friends News and Updates-

Director Continuing Education and activities

- As part of the Small Rural Library scholarship I received last year, I am required to participate in the Small Library Planning Forum of the MLS. We will be having a virtual conference in November and have been meeting to design the program offerings.
- The Social Justice Committee has decided to offer panel discussions throughout the year. Topics to be announced

Strategic Planning for 2021-

- The Strategic Planning Committee continues to meet weekly to work through the timeline. The survey is getting the finishing touches and should be ready for distribution in mid to late October.

Coronavirus and Reopening

- **No news**

Respectfully submitted

Bev Bullock