

## **Minutes for the Board of Trustees of the Williamsburg Libraries**

Monday, August 16, 2021 via Zoom

Present: Pat Billingsley, Ken Borden, Bev Bullock (Director) Joan Coryat, Fred Goodhue (recorder), Charlotte Meryman, Rob Stinson

Guest: Anne Bussler

1. Joan called the meeting to order at 7:03 pm.
2. Minutes:
  - a. Fred was designated recorder.
  - b. Draft minutes of the June 21<sup>st</sup> meeting were reviewed. Fred moved and Charlotte seconded to approve as written. Passed unanimously.
3. Director's Report
  - a. Community Connections – See Report. Bev noted that Community Read will be held in the winter.
  - b. Staff Updates – See Report. Bev added that Sue Young -Cornel will work up to 14.5 hours per week, set as every other Saturday, a shift during the week, plus another time. In response to a question Bev reported that Library is currently open 2 days a week at 1 pm and two other days at 2 pm, working up to a full 22 hour per week schedule. Joan noted that hours listed on Town website are not in synch with what is happening.
  - c. Programming – See Report.
  - d. Technology Updates – See Report.
  - e. Maintenance and Repair – See Report. It was suggested that Covid Relief Funds could be used for mini-split repairs.
  - f. School Updates – See Report.
  - g. Friends News and Updates – Anne noted that the price of first class postage will be going up. Anne volunteered the Friends to purchase 1000 first class stamps and 500 postcard stamps for Library before price hike. Next Friends book sale set for Saturday, August 21<sup>st</sup>.
  - h. Director Continuing Education and activities – See Report.
4. Financial Reports
  - a. Annual Fund status – Balance is above goal at \$21,177.
  - b. Review updates to Financial Reports – Changes to documents will be looked at by John Palmer in the near future. Any changes to budget numbers to be done with Trustee review and approval. Joan notes that any additional questions about changes should be sent to Ken who will then meet with John Palmer.

Fred moved to approve the Reports, Pat seconded. Unanimous.

5. Old Business

- a. New Front Pathway – Joan reported that there is no news. Nick is on vacation.
- b. Annual Campaign -
  - 1. Personal Contact from Trustees for larger donations – Joan reported that she has left voicemail for two large donors. Discussion ensued regarding desirability of personal letters vs phone calls to large donors. Charlotte will investigate the purchase of pre-printed thank you cards.
- c. Long Range Strategic Plan update- Ken, Bev, Joan and Charlotte have been meeting weekly, working on survey. We will not meet October 1<sup>st</sup> deadline for the Plan. Looking toward a Christmas deadline or it may carry over into next year.
- d. Anne T. Dunphy School Library Subcommittee – Bev, Paul Wetzels, and Bill Sayre will meet to discuss the FY23 Budget.
- e. Library re-opening plans – Bev and staff are currently revising Library reopening hours
- f. Staff pay equity project – Rob has updated data for FY2020, he has pulled out numbers for libraries in our area, and will create minimum and maximum scales. The data will then be shared with the Finance Committee, hopefully well before budget season. Charlotte noted that the study should account for different sizes of libraries plus circulation numbers.
- g. Designate Board representative for next Friends' meeting – Fred will represent in September, Joan in October. Bev will set up virtual meeting capability.

6. New business

- a. Other - Bev has been able to work out the issues with the hybrid meeting model. The September Trustee meeting will be hybrid.  
The advisability of a Haydenville Library work day was discussed. Charlotte will reach out to Lincoln Fish regarding the knot weed problem there. Bev will contact Don Dextraze regarding mowing. It was suggested that further lead paint testing may be needed for the building.

7. Review action items from last meeting – None noted.

8. Next meeting date – Monday, September 20<sup>th</sup> at 7pm.

9. Adjourn – Ken moved, Fred seconded to adjourn the meeting at 8:45. Unanimous.

# **Meekins Library Director's Report**

Bev Bullock

August 16, 2021

## **Community Connections**

- The All Hamptons Reads and Meekins group has met twice over the summer. We are planning a one read for the winter.

## **Staff Updates**

- Sue Young-Cornel will be joining the staff on Wednesday, August 18. She will have primary responsibilities in circulation and other duties as needed. Sue worked at Meekins 2015-2016 as the KMIT librarian. She is enthusiastic about returning to Meekins and will be an asset to the staff.
- We are working toward rearranging hours a bit for staff and as of September 1 we are required to be open our full 22 hours requirement. The hours requirement had been waived during Covid.

## **Programming**

- Summer Reading has wrapped up. We had 66 participants and 11 adults. Kids earned 229 badges which translate into donations for the animal non-profits the program is supporting. A total of 24680 minutes were logged for reading.
- The Escape Room has two more family groups this weekend

## **Technology Updates**

- The color printer used only for staff was retired after many issues with the print head and seemed too expensive to repair. The Friends agreed to purchase a new one. Saga involved but too much information.

## **Maintenance and Repair- Building Update**

- The Leibert system has been repaired and has been running for a month! Making the air in the lower level less humid and cleaner.
- The mini split unit near the circ desk has been problematic. Jamrog will be back for the third time next week. I have asked for replacement costs if the fix seems expensive.

## **School updates**

- Stacey and I are working on the schedule.
- The Memorandum of Agreement will go out to the School Committee this week. We are preparing the school invoice as has been done previously. We will work through the details of any changes throughout this year.

## **Friends News and Updates-**

- Mini book sales have been successful.
- Several truckloads of non-salable books have been taken to Roundabout books in Greenfield.

#### **Director Continuing Education and activities**

- Social Justice Committee- monthly meeting.
- Consulting and Planning workshops with MLS meets monthly.

#### **Strategic Planning for 2021-**

#### **Coronavirus and Reopening**

We opened in June and kept the mask requirement for everyone. There have been no problems with this