

Board of Trustees of the Williamsburg Libraries

1/23/2017

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

- 1.) The meeting was called to order at 7:05 p.m.
- 2.) Minutes
 - a. Rob was designated the recorder.
 - b. The draft minutes of the 12/19/2016 meeting were reviewed. Charlotte moved to approve the minutes as amended. Joan seconded and the minutes as amended were approved unanimously.
 - c. Joan reported that the agendas and final minutes are now posted on the new town website.
3. Directors Report
 - a. Katie reported that the library's state certification has been received.
 - b. She requested that Trustees return to her the signed forms acknowledging the receipt of the summary of the conflict of interest law as well as certificates of completion for the online training course.
 - c. There were no new developments to report with respect to library-school collaboration or Friends requests.
 - d. The town Procedure for the Disposal of Town Property, approved by the Select Board on January 19, 2017, was distributed. The Town Administrator has requested that the library adopt a procedure addressing the disposition of surplus library books and materials. The Board considered various procedural approaches. Jon moved that the Board approve an annual donation of books and materials to the Friends of the Williamsburg Libraries, Better World Books as well as the Williamsburg Senior Center; the quantity of books and materials slated for donation to be approved annually by the Board, following a "weeding" of the collection per the discretion of the Director and in accordance with Massachusetts General Law Chapter 30B, Section 15(g). Joan seconded and the motion passed unanimously.
 - e. A mailing list for the Annual Fund was distributed and Katie asked for any corrections and additions. The Board agreed to distribute the solicitation letter to town officials and members of all town Boards and Committees. The Friends will also receive letters.
 - f. Katie will draft an updated Collection Development Policy for the next meeting.
 - g. State aid to Williamsburg Libraries in the form of MEG LIG grants and NRC award has been finalized and totals \$3,771.19.
 - h. Katie reported that she, Bobbin Young, Rob and Jon attended the library legislative breakfast at GCC and that the outlook is grim for maintaining public library services in the state, especially for CW MARS. Expected diminished resources will cause significantly reduced and delayed deliveries of books and materials.
4. Financial Reports
 - a. Katie provided an update on the Annual Fund contributions, totaling \$11,585 thus far.
 - b. Joan stated that the Annual Fund progress sign will be erected in its usual place in the very near future.
 - c. Updated financial reports and statements were reviewed. No anomalies or significant deviations were identified.
5. Old Business
 - a. Jon reported that Jim Locke has secured the front stair sidewall area and that the public can again access via the front door.
 - b. Jon and Rob reported that the attic insulation is on hold. The insulation work is part of a multi-stage project involving the dome skylight, stained glass removal and attic ventilation; the building supervisor is hoping to receive additional input before initiating a sequence of repairs. In the short-term, he will replace insulation around the skylight. It was also suggested that the Board consider at a future meeting drafting a town meeting warrant article requesting a broader scope for use of the \$15,000 for insulation work approved at a previous town meeting.
 - c. The Board addressed the concerns caused by the toppled sculpture on the north lawn. After several weeks it has not yet been removed by Mr. Kitchen, who has asked the library for assistance in arranging for its transportation. It was suggested that the draft policy on donated and loaned art be amended to stipulate that donors are responsible for removal of such works, at the discretion of the Board. Charlotte moved that a letter be sent to Mr. Kitchen requesting removal of the fallen sculpture by March 1. Joan seconded and the motion

passed unanimously. The status of the Stumbling Blocks sculpture was also considered by the Board. Obstruction of landscaping and other potential uses of the affected grounds, maintenance costs, curatorial responsibilities, attractive nuisance and safety concerns were identified as on-going liabilities associated with a continued installation of the sculpture. Charlotte moved that the Board not accept the donation of the Stumbling Blocks sculpture for the Meekins Library grounds. Cynthia seconded. The motion passed with 5 affirmative votes and 1 negative vote.

- d. Katie stated that the donor of the framed calligraphy was agreeable to the conditions of acceptance.

6. New Business

- a. Jon reviewed with the Board some specifics of long-term repairs for the Haydenville library and provided associated rough estimates prepared by Jim Locke and by Dostal Tree Services. Charlotte moved that Jon and Rob relay this information to the appropriate town officials and committees. Jon seconded and the motion passed unanimously.
- b. The Board discussed the following proposed increases to the staffing and materials items for the FY 2018 budget: \$2,640 for a school assistant, \$2,860 for a part-time circulation assistant and a \$1500 increase in materials. Joan moved to approve the budget requests of an increase of \$5,500 for staff and \$1500 for materials. Cynthia seconded. The motion passed unanimously.

- 7. Next Meeting: February 21 at 7:00 p.m.

- 8. Meeting adjourned at 9:12 p.m.

P. A. Billingsley