

Minutes, Board of Trustees of the Williamsburg Libraries

Monday, November 15, 2021

via Zoom

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

Guests: Susan Waltner

1. Joan called the meeting to order at 7:08pm.
2. **Minutes**
 - a. Rob was designated as recorder.
 - b. The board reviewed the draft minutes of the October 18, 2021 meeting. Ken moved that the minutes be approved as amended; Charlotte seconded, approved unanimously.
3. **Director's report** (appended)
 - a. **Covid-19 update:** see Report.
 - b. **Community connections:** see Report.
 - c. **Senior services:** see Report.
 - d. **Staff updates:** see Report.
 - e. **Library programming:** see Report.
 - f. **Technology updates:** see Report.
 - g. **School program updates:** see Report.
 - h. **Friends news and updates:** see Report. Susan said the Friends are scheduling Saturdays for sorting and accepting book donations and will coordinate with Naomi to avoid conflicts with children's programming. Bev directed a SOAR session at the November Friends meeting and Charlotte has prepared a summary.
 - i. **Maintenance and repair updates:** See Report. Bev continues to elicit an estimate from Jamrog for replacing the malfunctioning mini-splits. She will ask the Town Administrator if more than one estimate is advisable.
 - j. **Director continuing education:** See Report.
 - k. **Other library news:** see Report
4. **Financial reports**
 - a. **Annual fund status:** \$2000 has been received for the FY22-23 fund to date.
 - b. **Current budget reports:** The board reviewed the current budget reports. The Board discussed possible report changes that might better clarify how income, such as the annual fund, are carried forward to the subsequent fiscal year and how the vintage of funds can be more easily distinguished. Ken will follow up with John. The Board discussed appropriate handling and accounting options for designated and unrestricted donations; for the time being no change to the current arrangement will be made. Charlotte moved to accept the financial reports; Pat seconded, passed unanimously.

5. Old business:

- b. **New front walkway:** Joan will send a thank you card to Dan Banister and the Highway Dept. Joan relayed that interactions with the Conservation Commission went smoothly. Joan expressed gratitude to the team of volunteers under the leadership of Nick Dines. Members of the Board praised the transformed entrance way to the library.
- c. **Annual campaign**
 - 1. **Letter and note cards:** Board members will send Charlotte any edits for the annual fund letter. The target mailing date is December 6. Printing should be finished by Dec. 1. The mailing list will include new library users. Charlotte found an online source for cards and envelopes and will obtain a quote once the design is finalized. Charlotte and Bev will inspect the existing stock of cards. The Board discussed sending a welcome letter to newer residents, possibly in February.
 - 2. **Donor Search:** Rob spoke with Abbie von Schlegell who confirmed that there continues to be a free month-long trial of the software to generate donor profiles for up to 500 names. The annual subscription price is \$2000. Charlotte wondered if the profiles generated would be useful in our annual fund effort. There was no consensus to move forward with Donor Search at this time.
- d. **Long-range strategic plan update:** Joan reported that thus far 140 surveys have been completed. Nick Caccamo will distribute to all boards and committees a request to complete the survey. He will also put a link to the online version of the survey on the town website. The Board discussed ways to increase public awareness of the survey.
- e. **Financial Timeline:** Pat suggested advancing the schedule to allow sufficient time to prepare for the approval process. The Board discussed the various budgeting stages and how to best represent in the timeline the town's library appropriation, the annual fund and the Friends' often contingent contributions. It was agreed that the projected amount of Friends contribution showing up in the budget should be regarded as a place holder against which Friends expenditures are to be debited.
- f. **Haydenville Library physical condition:** Rob attempted to clean out the gutters. Bev will follow-up with Nick to get the furnace serviced. Rob asked if the Friends would want to take an active role in planning the rehabilitation of the building. Rob has contacted two lead certified painters to get estimates for repainting. Possible Greenway Committee involvement in rehabilitation of the building was mentioned. The Board discussed other maintenance needs including the following: installation of a vapor barrier in the basement, installation of a fence atop the river wall and assessing/repairing water damage near the roof line.
- g. **Staff pay equity project:** As part of the town compensation study to be conducted by the Collins Center of UMASS, library staff are filling out questionnaires that will be used as input in creating job descriptions. Joan, Bev and Ken will meet to review staff responsibilities and relevant pay scales. Joan has drafted a task/requirement spreadsheet as a tool.
- h. **Designate board representative for next Friends meeting:** Rob will attend the December 13 meeting.

6. **New Business:**
 - a. **Hotspot Lending Policy:** deferred to a future meeting
 - b. Bev to contact Lisa Sheehy regarding a disability question.

7. **Review action items from last meeting:** Pat is working on a draft of updated by-laws. To clarify the town by-law amendment process, Rob has asked Nick Caccamo to clarify whether the Council on Aging is able to amend its by-laws with a vote of the Council, without Town Meeting approval.

8. **Next Meeting Date:** Monday December 20, 2021.

9. **Adjourn:** Charlotte moved to adjourn the meeting at 9:29; Pat seconded, approved unanimously.

Meekins Library Director's Report

November 15, 2021

Community Connections

- **Senior Center collaboration-** Melissa Wilson, Senior Center Director, Bev Bullock and Miana Hoyt met to plan for collaboration on addressing the issues of the digital divide for Seniors.

Staff Updates

- The Town of Williamsburg got a state grant for a Wage and Salary Study for town employees. UMASS Boston Colin Institute will be conducting the study. Department heads had an orientation with the Colin Institute people. All staff have been given a questionnaire about their job. They will need to complete it by 11/22.

Programming

- Meekins Market will again be set up for opening the weekend of Nov. 20. We will also have warm clothing drive as we have in the past.
- Halloween – We decorated and set up a tent for outside distribution of candy. Staff dressed up as usual. We had approximately 400- 500 trick or treaters. We started out with 750 pieces of candy.
- Dia de los Muertos- We had an altar set up in the Black Room. Many community members brought pictures and mementos of loved ones who had passed. On Tuesday, Nov. 2- All Souls_ we served Pan de Muertos baked each year by Bread Euphoria.
- New Meekins Book Club- will meet on Nov. 30 This month's book is Piranisi.
- In collaboration with the Senior Center we will have a "Toy" Party this winter to help people learn to download and use our resources on their devices.

Technology Updates

- New website working on small tweaks. Added Analytics to track website uses.
- Evaluating calendar and scheduling software to add to the website.

Maintenance and Repair- Building Update

- Rochelle and Bev fired up the furnace. All seemed well. It seemed the restrooms wall units needed to be bled and we weren't sure how to do it. Also, one thermostat needed new batteries and programming. I called Jamrog. Jason, the main technician came to check things out. We went through the whole building. I asked him to prepare an estimate for replacing the malfunctioning mini splits.
- Nick Cacammo called and said there may be funds from the town's general maintenance line to cover the replacing the AC units.
- Currently waiting to install the post for the new OPEN flag.

- In 2023 the addition will be 20 years old!

School updates

- The school check came for the first payment - \$11,062.00
- All classes going smoothly so far!

Friends News and Updates-

The Friends funded the Halloween candy and bread.

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 on November 16 & 17.
- I have joined the WMLA (Western Mass Library Associates) board. The Annual meeting was Nov. 2. The regular meetings are on the 2nd Monday of each month.
- The Social Justice Committee has decided to offer panel discussions throughout the year. Topics to be announced

Strategic Planning for 2021-

- The survey is out!

Coronavirus and Reopening

- **No news**

Respectfully submitted

Bev Bullock