

# Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, December 20, 2021

via Zoom

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

Guest: Susan Farrell for the Friends

1. Joan called the meeting to order at 7:05 pm.
2. Minutes
  - a. Fred was the designated recorder.
  - b. The draft minutes of the November 15<sup>th</sup> meeting were reviewed. Pat moved to accept as amended, Ken seconded, Voted unanimously.
3. Director's Report
  - a. Covid 19 restrictions - Discussion of who has the authority to close the Library; Board of Health or the Director. Bev noted she would never close, but may limit access. Charlotte moved and Rob seconded "To support the Director in taking any action regarding public access deemed necessary to keep staff and public safe." Voted unanimously.
  - 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 – Susan Farrell will be in charge of the book sale. Freda Brackley is the new Secretary of the Friends.
4. Financial Reports
  - a. Annual Fund goal is \$18,500
  - b. Ken reviewed his summary page of the Library budget status. He corrected the Income % of Budget for the Greta Carey Fund to 277%. It was noted that the Annual Fund amount shown on Ken's report can be spent current year, even though earmarked for 2023. Ken will contact John regarding the Greta Carey figure of \$12,000 vs \$1,200. Joan moved and Pat seconded to approve the Financial Reports. Voted unanimously.
5. Old Business
  - a. Annual Campaign – no action
  - b. Long Range Strategic Plan Update – 304 surveys have been received, there are 1161 households in Williamsburg. Older population well represented in survey with 19-and-under age group not so much.
  - c. Financial Timeline – Comments made in support of the usefulness of the Timeline.

- d. Haydenville Library physical condition – Pat asked if the lead paint abatement and painting project at the Haydenville Library should be a capital planning project. Rob noted that the two estimates for lead abatement each fall under the \$10,000 capital planning minimum. Rob said he has four estimates in total, two for abatement only and two for abatement plus repainting. Joan noted that she hoped federal funds received by the town through the infrastructure bill could be used for the lead abatement project. It was suggested that we may want to use volunteer labor for repainting after the lead abatement work has been completed. Rob mentioned that the abatement process may not remove all of the lead, but would contain it safely.

Charlotte added that it was good that Bev brought all our maintenance issues to the attention of the Town Administrator and the Selectboard so they are aware of the problems. She also reported that she was able to clear the debris from the section of gutters under the power cables, and that her husband Ben Thompson removed the old book bin that was falling apart. Bev reported that oil deliveries were made to both libraries the previous week and that Nick Caccamo and the Selectboard are looking into installing freeze-warning alarms.

- e. Staff pay equity project – The Collins Center at UMass will be completing its wage and salary study by June, too late to make a difference in our next budget request. Bev reported that we are the only department that has staff making less than the new minimum wage, and levels must be brought up to the new incremental minimum wage levels. Discussion ensued as to the advisability of asking for other salary increases in the next budget or of waiting for the Survey. Joan suggested that she, Rob and Ken get together to discuss the data from the MBLC that Rob provided. Bev will share the Paxton pay equity study with the board.
- f. Board Representative for next Friends meeting – Pat will attend, Ken in February.

6. New Business

- a. Hotspot Lending Policy – Bev noted it was not ready.
- 7. Action items were reviewed.
  - 8. Next meeting date – Monday, January 24, 2022
  - 9. Joan moved to adjourn, Pat seconded, voted unanimously. Meeting adjourned at 8:42 pm.

# **Meekins Library Director's Report**

December 2021

## **Community Connections**

- Lindsay Sabidosa came to tour the library on December 4. She will become our state rep in 2023 due to the redistricting of voting districts based on the census.
- **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. We will be having some drop in

## **Staff Updates**

- Staff have completed a questionnaire for the state grant for a Wage and Salary Study for town employees.
- BOS approved the next increment for minimum wage increase. As of Jan. 1, 2022, 4 employees will move from 13.77 an hour to 14.25. Next year they move to 15/hour

## **Programming**

- Meekins Market has been doing quite well. All monies go into Local Donations. We also have a warm clothing drive as we have in the past.
- New Meekins Book Club met on Nov. 30 This month's book was Piranesi. We had 4 zoom attendees. We have interest in continued Book Club meetings.
- In collaboration with the Senior Center we will have a "Toy" Party this winter (maybe April) to help people learn to download and use our resources on their devices.

## **Technology Updates**

- Upgraded to 20 Mbps from 10 Mbps speed Crocker internet at a cost increase of about \$300 a year not including the raise of the erate discount. A good deal! We had some issues with not having enough bandwidth when patrons were using certain internet functions so this will definitely help.
- Researching a new computer for Rochelle. Her computer is the oldest and due to be replaced. This has been budgeted for.

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

- Haydenville Library was on the BOS agenda for December 16 meeting. The rot and possible roof issue will be discussed with John Hoogstratten to determine what repairs had been done recently. Nick will follow up on furnace service and discuss a possible freeze alarm for the building. Once all the estimates and repair issues are gathered a decision can be made regarding moving forward. The Knotweed was discussed and the need to address

- The Riverside window water leak issue was on the BOS agenda as well. Last week Bill Sayre came by for a visit. We discussed Haydenville and the window near the elevator. I emailed Nick a detailed history of the issue. It was felt that an architect should look at it to determine a possible fix
- Rob Stinson has gotten estimates for lead paint abatement and painting for Haydenville Library. The painting may be a volunteer effort.
- The new OPEN flag is in place and has gotten lots of positive comments.
- In 2023 the addition will be 20 years old!

#### **School updates**

- School Library focus group met to do a SOAR exercise. It was a good and helpful meeting

#### **Friends News and Updates-**

- Museum passes are due for renewal and we may add the Basketball Hall of fame

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

- Mass Library System holds regular meetings of Small Libraries where many issues specific to small libs can be discussed. Kristi Chadwick facilitates, and I attend regularly.
- I took a class in library marketing December 6 Library Works.
- I have joined the WMLA (Western Mass Library Associates) board. The regular meetings are on the 2<sup>nd</sup> Monday of each month. The group advocates for libraries on the legislative agenda.
- The Social Justice Committee has not met for a few months

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

- The survey deadline was extended to December 13, 2021. We have 302+

#### **Coronavirus and Reopening**

- Mask requirement remains in effect.
- Hand sanitizer kept at both doors. Customer must wear masks and are encouraged to use hand sanitizer.
- Anxiety is growing among staff regard the Omicron variant
- BOS made at work from acceptable for Town Offices employees 12/16

Respectfully submitted

Bev Bullock