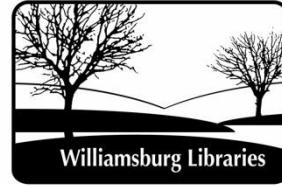


Board of Trustees of the Williamsburg Libraries
Minutes of Meeting February 21, 2017

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

1. The meeting was called to order by Pat at 7:05.
2. Minutes
 - a. 1/17/17 draft minutes were reviewed. Cynthia motioned to approve with minor revisions; Charlotte seconded. The motion was unanimously approved.
 - b. Joan will request access to town website for the purpose of uploading board minutes.
3. Director's Report
 - a. Sole school volunteer quit so now the school program is without any volunteers.
 - b. Katie distributed Collection Development Policy to the board members who should send their comments to Katie prior to next month's board meeting. As suggested, Katie will create a form for those who donate or lend art to the library which will acknowledge that they have received a copy of the policy.
 - c. Massachusetts Conflict of Interest training and certificate proving completion of training are due now and should be sent to Katie.
 - d. Our new railing near the river which was paid for by the Friends has been installed.
 - e. Joan will contact Karen Jackson Esq. to reschedule the Estate Planning seminar.
4. Financial Reports
 - a. The annual fund currently stands at \$12,440.
 - b. The second set of Annual Fund letters soon to go out will be sent to those who haven't given before or at least not in recent years. Individual trustees will sign the letters instead of Pat Billingsley signing all. The 3rd round of letters will go to people that were sent letters in the 1st and 2nd rounds but have yet to contribute.
 - c. Maintenance budget may go over depending on expenses over the next few months. The question, "Do we need to mow at the Haydenville Library?" was raised related to reducing maintenance costs. The group will postpone discussion on this until the spring.
5. Old Business
 - a. The FY18 budget request was submitted; no feedback yet.
 - b. Related to funding for the school program and to elicit the support of the School Committee, Charlotte suggested that a board member might attend upcoming school committee meeting. No specific decision was made regarding attendee or timetable.
 - c. Capital Planning:
 - i. According to the town admin, the board needs to create an article that includes specific tasks.
 - ii. We will request to keep remaining funds out of the \$15,000 previously approved.
 - d. Meekins and Haydenville Repair Projects:
 - i. Haydenville Library work includes foundation work, chimney base work and tree removal. The tree removal is further complicated by the fact that the trees are in a 'Priority Habitat' area that will require us to file forms. Jim Locke will pay for these renovations out of his budget.
 - ii. Jim Locke expressed concern about sagging roof over main entrance at Meekins which is most likely due to water not draining properly.
 - e. James Kitchen Sculpture: No response from James. Select Board will deal with issue.



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6. New Business

- a. Route 9 master survey: Library will be included.
 - b. Nominating caucus will be held on February 27th. Pat and Rob are both up for reelection. Everyone is encouraged to attend.
 - c. Second campaign letter to go out to those folks who have not given to the Annual Appeal in recent years. Katie will send out list for second mailing for critical updates from board members.
 - d. Check out the MBLC Legislative Agenda. Contact your legislators.
7. Next Board meeting is scheduled for March 20.
8. Charlotte motioned to adjourn; unanimously approved. Meeting adjourned at 8:55.

Respectfully Submitted,
Joan Coryat

P. A. Billingsley