

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

Monday, March 19, 2018, 7:00 p.m.

Meekins Library, Williamsburg, MA

Present: Cynthia Barker, Pat Billingsley, Joan Coryat (recorder), Jon Gould, Katie Krol, Charlotte Meryman, Rob Stinson. Guest: Ed O'Neil

1. The meeting was called to order by Pat at 7:06.
2. Minutes
  - a. Joan designated as recorder
  - b. Feb 20 minutes reviewed and corrected. Cynthia moved to accept as amended, Jon seconded, unanimously approved.
3. Director's report
  - a. Katie has offered make-up days to school classes since there have been so many snow days.
  - b. No updates related to Friends.
  - c. CWMARs will be ordering new routers to replace current ones that should speed up connections.
  - d. Staff shortages are making things difficult. Wendy Peppercorn handed in her resignation. Katie has started looking for a replacement for Wendy. Daria is still out due to broken wrist.
  - e. Katie conducted de-escalation and active shooter training with the staff. There was an incident in the library recently between 2 patrons that required Katie to de-escalate. Katie suggested that we may need to install a 'panic button' which would silently notify a security company and the police.
  - f. MIAA is holding safety training sessions for the town.
4. Financial reports
  - a. The Annual Fund currently stands at \$13,065, 70% of goal which is \$1530 behind this time last year.
  - b. Katie distributed financial reports. Outside of maintenance, overall budget is on-track. Katie requested funds from the town to cover last month's maintenance shortage. Additional requests may still be needed going forward.
5. Old Business
  - a. No donations have come in from new residents after recent mailing. The final reminder postcard should go out in late May.
  - b. Capital Planning: A request for \$10,000 will be submitted for the repair and renovation of the walk-way as part of 5-yr plan. Katie completed and submitted the inventory update.
  - c. All but Pat have completed and submitted the conflict of interest certifications.

- d. Meekins Repair Projects: Jon noted that John Hoogstraten has done a great job of shepherding the attic insulation project to completion. John has asked Tom Chalmers for the masonry estimate. The masonry work cannot be paid out of the prior \$15,000 budget unless a new article is created and approved at Town Meeting that specifically allows us to do so.
  - e. Nothing new related to Haydenville repair projects.
  - f. Library Foundation: Rob spoke to a lawyer from Lawyers Clearing House who said that we could put the library foundation under the Friends 501(c). The lawyer also told Rob that they would be willing to do pro-bono work for us. Rob will not be attending the up-coming session that he had planned on attending as he found out that the session is not pertinent to our needs.
6. New business
- a. Nomination caucus results: Joan is seeking reelection and Ed O'Neil has been nominated to replace Jon.
  - b. The FY2019 budget meeting with the Finance Committee is on 3/21 at 5 pm. Katie has a graph that illustrates the maintenance shortfall for FY14 through FY18 which can be shared related to our request for an increase in next year's maintenance budget. The maintenance budget falls short every year and as a result requires a request to the town for additional funds to cover the shortfall which in turn creates more work for everyone. Katie will add an 'Overrun' line to clearly show the on-going pattern of being under budget.
  - c. Raffle proposal: All kinds of state regulations including sending a % of sales to the State and the need for a permit will make selling raffle tickets difficult. Pat will research this further but this idea is not currently looking to be viable.
7. Next meeting is Monday, April 16<sup>th</sup>.
8. Cynthia moved to adjourn at 9:05 pm, Charlotte seconded, unanimously approved.

*P. A. Billingsley*