

MINUTES for the Board of Trustees of the Williamsburg Libraries

Monday, December 10, 2018, 7:00 PM

Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

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

1. The meeting was called to order by Joan at 7:23 PM.

a. Ed was charged with recording the minutes of the meeting.

b. The minutes of the November 19, 2018 meeting were reviewed, amended, and unanimously approved.

3. Director's report.

a. School program updates - Katie reported on the current status of the school program. Katie sent an e-mail to all the teachers noting that, due to construction, classes would need to take a different route to the library.

b. Friends news and updates: There were no updates for this category except noting a successful holiday party. There has been agreement on the summer reading program.

c. Staff updates: Katie reported that one staff member has been out sick.

d. Security updates: There were no updates for this category

e. Other library news: The Kmit laptop has died. Katie and the Kmit librarian have chosen a replacement for \$450. The Trust Fund Commission has approved the purchase, which is pending.

4. Financial reports: [Katie]

a. Annual Fund status: Donations now total \$7,610.

b. Katie provided the board members with spreadsheets depicting the current financial standings (Checkbook report, Expense report, Board reports, Annual comparison report and the profit and loss reports) of the Meekins and Haydenville libraries.

5. Old Business:

a. Meekins buildings and grounds: Pat asked Rob and Ed if there was any further work on the Meekins Library masonry repairs. Rob and Ed stated that exterior masonry repair work usually ceases when the air temperature is consistently below 40 degrees. John Hoogstraten was contacted and he agreed no work should be done.

b. Haydenville buildings and grounds: Nothing new to report.

c. Annual Fund letter: Solicitation letters to past donors have been mailed. The board discussed sending a welcome letter in March to all new residents. Rob will try to obtain an updated list of property transfers. Charlotte agreed to draft the letter.

d. Review draft director performance evaluation form: Copies of the draft were sent to the Board members and returned with their comments which were discussed. Comments included those on format, wording and content, and the 5-level scale. A new draft will be prepared and finalized for each Board member to fill out individually. Pat and Joan will compile the evaluations into one and talk with Katie.

6. New business

a. Current tax law presentation: Consideration is being given for a community presentation on the new tax law, including options for charitable giving. Rob has been asking for willing people and has found a speaker named Spencer Ghazey-Bates, a tax attorney who works in elder law and estate planning. Rob is Looking at Saturdays in February.

The next meeting will be January 15, 2019. The meeting adjourned at 9:05 PM.

Respectfully submitted: Ed O'Neil

P. A. Billingsley