

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

Monday, May 17, 2021, 7:00 pm

Virtual meeting via Zoom

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

Guests: Nikki Gardner

1. The meeting was called to order by Joan at 7:03 pm.
2. Minutes
  - a. Pat was designated as recorder.
  - b. April 20 minutes were reviewed and amendments suggested. Ken moved to accept as amended, Pat seconded, unanimously approved.
3. Director's report (appended)
  - a. **Coronavirus and reopening:** see Report. The Board of Selectmen has the final say on whether the library building can reopen to the public. When we reopen, the expectation is that masks will continue to be required inside the building.
  - 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. Note that the first of four planned mini book sales will take place on the library grounds June 19th. Also, the Florence Bank Community Awards will be announced in a ceremony at Look Park May 18th. Anne Bussler will attend. Nikki reported on new outreach plans under consideration by the Friends, including a new brick campaign.
  - i. **Maintenance and repair updates:** see Report. Jamrog also recommended replacing the air-conditioning system in the Hawks-Hayden room. In their analysis, the current system is not up to the task. Bev discussed a possible problem with overuse of the humidity control system.
  - j. **Other library news:** see Report. Note that the first strategic planning committee meeting will take place June 12th, not June 14th. Also, Bev asked Charlene about the possibility of the Highway Department removing the old circulation desk from the lower level, but that is apparently not possible. Bev, Joan, and Charlotte decided to put a notice on All Things Williamsburg asking if anyone would like the wood. Fred suggested also asking Eric Weber if any part of the desk would be of interest to the Historical Society.
4. Financial reports
  - a. **Annual Fund status:** We have currently raised \$15,286, which is 83% of our annual goal of \$18,500.

- b. **MegLig funds:** Regarding a possible shortfall identified by Ken, Bev noted that our second MegLig payment from the State has been approved but not yet received.
- c. **Budget process:** The Board discussed the process for setting the annual budget and officially adopting the budget each year, also the process for changing the Board's bylaws if necessary. We will continue this discussion at a later meeting.
- d. **Updates to financial reports labels/annotations:** Discussions between Ken and John are still underway.
- e. **Current budget reports:** Fred moved that the Board accept the financial reports as submitted, Charlotte seconded; unanimously approved.
- f. **New budget summary report:** Ken explained his new report, which summarizes John's monthly series of reports on one sheet. Ken will make several changes based on suggestions by other board members.

## 5. Old business

- a. **Warrant article for new front pathway:** Joan, Rob, and Bev met with the Selectboard last week to discuss the planned article to fund replacement of the walkway to the historical Meekins entrance. The contractor we had planned to work with informed Rob that he could no longer do the job for his original estimated amount of \$9,850. The Selectmen suggested changing the requested amount to \$12,500, which would cover all anticipated costs but also require competitive bids and approval by the Capital Planning Committee.  
Joan, Rob, and Bev then met with the Finance Committee about the project. A majority approved the \$12,500 request, but some members did not on the grounds that the cost could be lower, especially if some work was done by volunteers. It was ultimately decided to leave the article amount at \$12,500, while Joan agreed to try to reduce that amount. It was suggested that we ask the highway department to remove the old walkway and excavate the area, which would save at least \$1K.  
Joan then talked to Nick Dines about the possibility of doing the walkway as a volunteer project. Nick volunteered to plan and supervise the project, and to put together a new cost estimate before town meeting so Joan could amend the request to a lower amount on town meeting floor. Joan will keep us apprised, as we may need to meet again prior to town meeting.
- b. **2021-2022 budget:** The board spoke to the Finance Committee April 22 regarding the library's FY22 budget request. We have not yet heard whether our budget request has been approved.
- c. **Annual campaign:** Charlotte decided to save her plan to create a matching campaign until next year. She will soon be sending one last postcard to past donors who haven't given yet. Charlotte will ask to have the donation deadline announced on the town sign, and may also send an appeal to new town residents.
- d. **Long-range strategic plan:** Bev, Joan, Ken, and Charlotte met and agreed to adopt the MLS three-meeting model. They will have their first meeting with

MLS facilitator Kristi Chadwick June 12th. Bev explained the three-meeting structure and showed the board a tentative list of the people they plan to invite as well as the invitation text.

- e. **Meekins Library Corporation (MLC) tax status:** Trust fund commissioner Collin Black told Joan that, since the MLC is an entity of the town of Williamsburg, he believes its funds are municipal funds and thus tax-exempt under Internal Revenue Code section 170(c)(1). Joan asked town counsel to review the MLC founding documents to see if this is true. He did so and agreed with Collin, but also advised Joan to get further confirmation from a tax attorney. Joan is seeking a tax attorney who can make a determination.
- f. **Anne T. Dunphy School Subcommittee:** The joint trustees/School Committee subcommittee met the week of April 26. (See director's report.) The subcommittee won't resume meeting until budget issues are resolved.
- g. **Library reopening plans:** See 3.a.
- h. **Staff pay equity project:** no update.
- i. **Board representative to next Friends meeting:** Pat will attend the June 14th meeting.

6. New business

- a. **Eileen Stewart memorial:** The library is planning a way to memorialize Eileen Stewart. The Friends have agreed to support the effort and \$650 has already been donated in Eileen's memory.

7. Next meeting date: Monday, June 21, 2021

8. Rob moved to adjourn at 9:30 pm, Charlotte seconded, approved unanimously.

Documents used:

Agenda

Minutes of 20 April 2021 meeting

Director's report

Budget reports

# **Meekins Library Director's Report**

Bev Bullock

May 17, 2021

## **Community Connections**

- All Hamptons and Burgy group will be planning a next community read. The group continues to meet to share experiences and solutions to pandemic problems.

## **Staff Updates**

- Michele Morales – We had a lovely party on the patio and the staff, Trustees and Friends gave Michele \$500 to help get her started in her new community.
- Lisa Zacks has given notice that she will be leaving us for a family move to Florida. Her last day will be May 29.

## **Programming**

- Ongoing- Storytimes on Facebook, recorded in our YouTube channel. Poetry Circle meets on our Zoom the first Thursday of the month.
- Burgy Bookshare meets 1x a month or every six weeks. I am working with Meg Laird to coordinate this group in Michele's absence
- The Knitting group continues to meet every 3<sup>rd</sup> Sunday afternoon
- Summer Reading is just around the corner. This year the kids will read to earn donations to favorite animal non-profits. The theme this year is Tales and Tails
- We will have an Escape Room! And several outdoor animal related programs-

## **Technology Updates**

- We are on track to launch the website in early June. There have been some very frustrating times working with the developer and it seems I must remind them weekly that we are waiting for certain changes.
- With Overdrive taking over RB Digital Acorn TV will no longer be offered. At this point no new negotiations have taken place. We have signed up to offer Hoopla and this will kick off June 1. Hoopla has a broad range of offerings from movies, TV show, comics, magazine and books. Hoopla will be integrated with the catalog. Hoopla also has 200+ Acorn TV titles.

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

- Jamrog has completed the mini-split work. They came back to complete and evaluate other systems. They feel our furnace system can last for decades and that considering a new system isn't necessary. They will be ordering parts for the Leiber system which air conditions and dehumidifies the lower level.
- The article for the proposed walkway project passed by the Finn Comm. There was a bit of discussion about the Highway Department possibly doing the demo. I spoke with Nick Dines informally about the project and he offered to write the specs that we will need when we go for bids.
- Mice- We are having a bit of a mouse problem. They ate Charlie's dog treats, my egg white bar, and some chocolate and the side of my plastic drawers. So far we have trapped and killed 1.

### **School updates**

- All classes have come for a first in person visit and class at the library. All classes are coming on Wednesdays as it fits the school schedule at this point.
- Bev met with Stacey Jenkins to discuss our upcoming meeting with representatives from the Board of Selectmen and Finance Committee. We agreed that the finances should be separate from the yearly Memorandum of Agreement and Appendix discussions. In April the school and the library will look at basic structure for the following school year and evaluate what worked for the current year. We made plans to have staff meet with teachers in August during the Staff Development days. We will work toward a better communication in general.

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

- Mini book sales
- Florence Bank Community Award

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

- Social Justice Committee- monthly meeting.
- Consulting and Planning workshops with MLS meets monthly.

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

The Strategic planning group has been meeting weekly. We have arranged for Kristi Chadwick from Massachusetts Library System to facilitate a stakeholders meeting on Saturday, June 14 at 10am. Invitations will go out soon. This will be the first of three meetings that will get us through the process of developing our Strategic Plan.

### **Coronavirus and Reopening**

All staff are vaccinated. I have asked the BOS and BOH to consider the opening of Town Buildings and we are on the agenda for Thursday, May 20. Once we have Town permission to open we will expand curbside hours and open for browsing and computer use.