

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, January 24, 2022, 7:00 pm

Virtual meeting via Zoom

Present: Bev Bullock, Joan Coryat, Pat Billingsley, Ken Borden, Rob Stinson, Charlotte Meryman (recorder). Guest: Becky Houlihan (Friends). Absent: Fred Goodhue.

1. The meeting was called to order by Joan at 7:09 pm.
2. Minutes
 - a. Charlotte designated as recorder
 - b. Nov. 15 minutes reviewed and amendments suggested. Charlotte moved to accept as amended, Pat seconded; unanimously approved.
3. Director's report (appended)
 - a. **Covid-19 restrictions:** see Report
 - 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:** Ken attended the Jan. 10 meeting and discussed the library's recent practice of including in its annual budget a projected figure for Friends support. Friends Treasurer Anne Bussler will talk with library bookkeeper John Palmer to better understand how that is calculated. Donations for the fall book sale are now being accepted on just four Saturdays during the year. Becky reported that the first one, Jan. 15, went well, with books sorted and stored as they arrived. Friends are reviewing the popularity of various museum passes to determine whether changes are needed. The Friends have obtained a credit card for Bev to use on small purchases. They also are contributing to the library's Valentine's event Feb. 12 and have approved the purchase of 50 umbrellas to be kept at the Dunphy School for class visits on inclement days.
 - i. **Maintenance and repair updates:** The snow removal bill for December was \$410, which includes clearing and sanding both entrances and the sidewalks along Route 9 and North St. Parking lot plowing is handled separately by the town.
 - j. **Other library news:** see Report
4. Financial reports
 - a. **Current budget reports:** Reports were reviewed; Joan moved to accept as submitted, Charlotte seconded; unanimously approved.

- b. **FY2023 budget:** Budget requests are due to Town Administrator Nick Caccamo by Feb. 14. Bev said Nick recommended implementing the state-mandated minimum-wage increase (to \$15/hour) starting July 1, rather than waiting until the Jan. 1, 2023 deadline. Doing so would add another \$998 to the salary line. He said the Finance Committee will not consider other raises until later in the budget process. The town wage and salary study being conducted by the UMass Collins Center will not be done until summer, but Rob has contacted them and requested a list of comparable towns so that we can make some calculations of our own in the meantime. Joan raised the possibility of proposing an increase in our materials budget.

FY'23 capital planning requests must be submitted to Nick by Feb. 11. Three major needs are: addressing roof and drainage issues at Meekins; painting and associated minor carpentry at the Haydenville Library; and replacing the Haydenville Library roof, which former town Building Supervisor John Hoogstraten says is necessary but which trustees believe is not urgent. Bev will explore whether any of this work might qualify for Mass. Historical Commission grant funding.

Trustees agreed to meet again on Feb. 7 at 7 p.m. to finalize the budget request.

- c. **Annual Fund status:** \$12,656 has been received to date from 88 donors.

5. Old business

- a. **Annual campaign:** Bev has been adding a personal note to acknowledgement letters for larger donations. Joan will send a separate thank you note for donations of \$500 and up. Reminder postcards are planned for March and May. A welcome letter to new homeowners is still being discussed but is on hold until the strategic plan is done.
- b. **Long-range strategic plan:** Bev, Joan, Ken, and Charlotte continue to meet weekly and are working now to draw conclusions from the survey, assemble a demographic profile of the town, and plan the second meeting of the community advisory group.
- c. **Haydenville Library physical condition:** addressed during discussion of the FY'23 budget.
- d. **Staff pay equity project:** addressed during discussion of the FY'23 budget.
- e. **Changes to Library Board Bylaws:** postponed
- f. **Board representative to next Friends meeting:** Pat will attend the February meeting.

6. New business

- a. **Hotspot Lending Policy:** postponed

7. Action items: reviewed

8. Next meeting date: Tuesday, February 22 at 7 p.m.

9. Pat moved to adjourn at 8:58 pm, Ken seconded, unanimously approved.

Meekins Library Director's Report

January 2022

Community Connections

Staff Updates

- Staff have completed a questionnaire and interviews for the state grant for a Wage and Salary Study for town employees.
- Laurie is away in Costa Rica until March. Her sub, Karen doesn't do the trash or recycling (we are very fortunate with Laurie). Staff or I will be doing the dump runs.
- Bobbin will be working remotely for a while to protect her health.

Programming

- In collaboration with the Senior Center we will have a "Toy" Party this winter to help people learn to download and use our resources on their devices.
- Cat Behaviorist Andrea Geller- Jan. 27, 2022
- Meekins Book Club will meet in February. We will be reading The Vanishing Half.
- Planning in process for programs through June
- Kanopy-we are looking at a trial of the movie, documentary and tv streaming program. I will send the link in an email.

Technology Updates

- Preparing to circulate 10 T-mobile hotspots by the end of January
- Researching 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 update- met with Nick Cacammo and John Hoogstratten at HL to discuss past maintenance and potential future maintenance projects. The roof will need to be redone according to John.
- Nick Cacammo, Dan Banister, Dan Bonham, Bill Sayre and Bev will be meeting and strategizing a plan to address the roof drainage problem on the river side of the building.
- Dave Foster, electrician, came in to replace lightbulbs. Will follow up with him.
- We still have a need for a light near the parking lot especially during the winter months.

School updates

Friends News and Updates-

- The new shades for the Hawks Hayden Room will be installed on Jan. 28. Be sure to stop by and see them. Now we need to have some Movie programs.

Director Continuing Education and activities

The town budget process has begun. At this point the only change would be the personnel line increase for minimum wage to take effect Jan. 2023. See attached.

Strategic Planning for 2021-

- The Planning Committee is evaluating the survey results. We are also looking at a revised timeline which has the plan ready to submit on June 30 if not before.

Coronavirus and Reopening

- Mask requirement remains in effect. All staff wearing KN94 FDA and CDC approved. We may need to ask for American Rescue Plan funds for these.

Respectfully submitted

Bev Bullock