

Minutes for the Board of Trustees of the Williamsburg Libraries

Tuesday, June 21, 2022, 7:00 pm

Virtual meeting via Zoom

Present: Pat Billingsley (recorder), Ken Borden, Beverly Bullock (Director), Joan Coryat, Rob Stinson

Absent: Fred Goodhue, Charlotte Meryman

Guests: Susan Farrell for the Friends

1. Joan called the meeting to order at 7:04 pm.
2. Minutes
 - a. Pat was designated as recorder.
 - b. May 16 minutes reviewed. (Ken moved to accept, 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. We are still a few hours short of having all hours covered by paid staff; some hours are being handled by Daria at the moment. Looking ahead to future hires, Bev hopes that the town's wage study will lead to creation of salary ranges with stepped levels for each position.
 - e. **Library programming:** see Report
 - f. **Technology updates:** see Report. Four of our 10 hotspots are currently signed out. Paul Kissman sent out new information about strategies for moving forward once the hotspot grant money runs out.
 - g. **School program updates:** see Report
 - h. **Friends news and updates:** see Report. Fred sent his meeting report to Joan. The July 16 mini book sale is on. The Friends are continuing to review their bylaws and are almost done after receiving very useful help from Lawyer's Clearinghouse lawyers. A new president has not yet been named.
 - i. **Maintenance and repair updates:** see Report. It has been difficult to get estimates for gutter repairs. Local architect Dan Bonham recommended a particular approach and generated a drawing of the ideal gutter system. No progress to date on the property survey. Bill Sayre recommended that the Selectboard get involved. Joan will forward background information to Nick Caccamo.
 - j. **Director continuing education:** see Report.
 - k. **Other library news:** see Report. Bev's request for a power-assisted bathroom door (~\$3K) may be funded from the Friends \$5K grant from Florence Bank. A worker from Western Mass Door Opener came and measured the doorway as a first step.
4. Financial reports
 - a. **Budget status:** The board reviewed the current financial reports. Ken noticed a big increase in Friends expenses for this month. Bev explained that these are from

various items covered by the Friends over the past few months. (Pat moved to accept the reports as submitted, Joan seconded; unanimously approved)

- b. **FY23 budget:** We reviewed the budget sheet prepared by John Palmer, deferred voting to approve it until all members are present.
- c. **Annual fund status:** Donations have reached \$19,546, exceeding our goal of \$18,500, but the total number of donors is still much lower than in previous years. An additional \$465 in donations was received today.

5. Old business

- a. **Changes to library board bylaws:** Our proposed changes were approved by town meeting.
- b. **Director evaluation:** Joan is meeting with Bev on Friday to discuss the results.
- c. **Annual campaign:** The June reminder postcards were mailed around June 13th.
- d. **Long-range strategic plan update:** Bev is setting up a second meeting with the larger community group. She is finalizing six strategic priorities to bring to the larger group and plans to ask how the library can help their organizations within that framework.
- e. **Haydenville Library physical condition:** Jean O'Neill spotted oriental bittersweet and Japanese knotweed on the property, and will discuss removal plans with Charlotte. Vinnie Tortiello, a roofing specialist with liability insurance, agreed to take a look at the back of the library but hasn't yet. Rob will follow up.
- f. **Staff pay equity project:** No updates. We are still waiting on the town wage study.
- g. **Potential new trustees list:** All are encouraged to think of potential candidates should a trustee position become open.
- h. **Board representative for next Friends meeting:** Ken will attend on July 11th.

6. New business

- a. **Election of officers:** Deferred until next meeting.
- b. **Trust Fund disbursements:** The Trust Fund commissioners will announce the FY24 disbursements in August.
- c. **Haydenville Library cleanout:** Charlotte will organize a work day to remove old and damaged books from the Haydenville Library. The Friends are interested in helping out.
- d. **250th celebration:** Meekins Library will have lots of activities as part of the celebration, including a photo exhibit in the Hawks-Hayden room, storytelling, crafts, showing of the "Day at the dump" film, and a truck in the parade with rocking chairs, Dunphy school umbrellas, and the Meekins banner.

7. Action items: Reviewed.

8. Next meeting date: Monday, July 18, 2022.

9. The meeting was adjourned at 8:53. (Pat moved, Ken seconded; approved unanimously)

Meekins Library Director's Report

June 2022

Community Connections

- We are participating in the planning of the Town's 250th Anniversary celebration.
- Photo Exhibit by Williamsburg photographers for the month of July in HH Room. Photos may also be submitted to be viewed on streaming computer screen.

Staff Updates

- We have hired Irene Tournas to be our next circulation assistant. She started on Tuesday, June 14. Please welcome her.
- Amy Bedell, longtime volunteer, is moving to Vermont and is no longer able to volunteer. We will honor her on Wednesday, June 15 at noon.

Programming

- The Technology Day brought in 15 very appreciative people. We will continue to offer technology training monthly, in collaboration with the Senior Center.
- Meekins Book Club, June 27 @ 7pm. This month's book is *The Hummingbird's Daughter* by Luis Alberto Urrea.
- Gregg Maichuk, with a Cultural Council grant and some additional funding, will be conducting a pastel art class on Thursday, October 6.

Technology Updates

- Hotspots are beginning to take off just as MBLC \$\$ goes away. We will need to explore options if we would like to continue to offer hotspots. MBLC has been paying the monthly cost of T-Mobile service. Paul Kissman of MBLC is offering a web meeting to discuss.

Maintenance and Repair- Building Updates

- The various AC units have begun their annual need for repairs. The Leibert unit for the lower level needs a condensate pump but is otherwise running and not losing freon as feared.
- Jamrog will return the week of June 22 to inspect and/or repair the main unit near the circ desk. Jason says the rebates for replacing are great right now and we might consider replacing them if the cost of repair continues each year.
- Locks and keys- Florence Lock and Key came to repair the lower level door near the basement. The mechanism has worn over the years and he replaced it. Also many of the circulating keys are worn. Mark Z. of Florence L & K is working on resetting the main door tumbler.
- Haydenville repairs. Waiting to hear from contractor for roof and fascia repair.

- Land survey status?
- Dan Bonham has sent a drawing with his proposed gutter system. Now we need a company that will give us a proper estimate for the work we want.

School updates

School's out for the summer. I will be meeting with Stacey next week to review the school year and discuss next years' plans.

Friends News and Updates

The museum passes are in good shape, up to date and organized on a spreadsheet

Director Continuing Education and activities

- Bev, Rochelle and Amber attended MLA Conference in Hyannis on May 22- 24 in Naomi's place.
- Western Mass Library Advocates (Bev is on the Board) met June 8.
- WMLA met with the Small Library discussion group to consider book challenges and policies.
- Weeding, shifting and possible new shelving is being worked on in the audio cd, DVD and Large Print stacks.
- A list of books at Haydenville has been printed and is ready for a "clean up" of Haydenville. There is a lot of junk that can be deaccessioned.

Strategic Planning for 2021-

Bev has contacted Stacey to set up a meeting regarding possible goals for the school and library in the strategic plan. Second email sent. 6/10/22

Coronavirus and Reopening

- Staff continues to wear masks. The plexi-glass shields at the desks will remain in place.

Respectfully submitted

Bev Bullock