

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, July 18, 2022, 7:00 pm

Virtual meeting via Zoom

Present: Pat Billingsley (recorder), Ken Borden, Beverly Bullock (Director), Joan Coryat, Fred Goodhue, Charlotte Meryman

Absent: Rob Stinson

Guests: Becky Houlihan for the Friends

1. Joan called the meeting to order at 7:13 pm.
2. Minutes
 - a. Pat was designated as recorder in Rob's absence.
 - b. June 21 minutes reviewed and approved as amended. (Ken moved to accept, Joan seconded; Fred and Charlotte abstained.)
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. Ken suggested inviting author Ruth Ozeki to talk with the book group about her book, *The Book of Form and Emptiness*. Charlotte suggested inviting her to come after the group discusses it.
 - f. **Technology updates:** see Report. Four of our 10 hotspots are currently signed out. MBLC 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. The Friends made about \$350 at the mini book sale held during the 250th celebration. They plan to send their next membership solicitation letter in the fall. They are going through a leadership transition following Susan Waltner's resignation last month. Becky has agreed to serve as interim president for the next three months.
 - i. **Maintenance and repair updates:** see Report. The minisplits at the Meekins that were installed around 2008 are starting to have problems. Bev is waiting to hear when Jamrog can come and check them.
 - j. **Director continuing education:** see Report.
 - k. **Other library news:** see Report.
4. Financial reports
 - a. **FY22 year-end data:** Ken reported that this year's final numbers are almost identical to last year's. The board voted to approve the final numbers. (Pat moved, Fred seconded, unanimous)

- b. **FY23 budget:** We reviewed the FY23 budget sheet prepared by John Palmer. Ken pointed out that we have to access more of our reserves each year to meet our operating expenses. The question of how best to address this issue was deferred to a later meeting. A vote to approve the FY23 budget was deferred until Ken can meet with John to discuss a few final questions.
 - c. **Annual fund status:** The final tally of donations was \$22,466, exceeding our goal, but the total number of donors was still lower than in previous years. The board approved a goal of \$19,500 for FY23. (Fred moved, Pat seconded, unanimous)
5. Old business
 - a. **FY23 annual campaign:** Charlotte volunteered to continue coordinating letters and mailings.
 - b. **Director evaluation:** No updates.
 - c. **Long-range strategic plan:** Bev is getting closer to a final draft of the goals and objectives section. She plans to present the final draft to the larger committee in September. The working group (Bev, Joan, Charlotte, Ken) will meet again this week.
 - d. **Haydenville Library physical condition:**
 - No progress to report with the various contractors who have been contacted. Bev is meeting with new town building supervisor tomorrow. She also plans to ask Nick Caccamo to ask the Selectboard to help resolve the property survey situation.
 - Charlotte will start organizing a work day to remove old and damaged books from the Haydenville Library. After weeding and removing invasive plants from the front two sides of the exterior, she would also like help with the other two. She will coordinate with Bev to choose a date for the interior cleanout and possibly the exterior project as well. Several board members volunteered to help, as did Becky on behalf of the Friends.
 - e. **Staff pay equity project:** No updates.
 - f. **Potential new trustees list:** No updates.
 - g. **Board representative for next Friends meeting:** Pat will attend on August 8th.
6. New business
 - a. **Election of officers:** The election was deferred until the next meeting so all could participate. Pat agreed to send Charlotte her document describing the chair's responsibilities.
 - b. **Trust Fund disbursements:** No updates.
 - c. **250th celebration:** The board congratulated Bev on the many engaging activities offered by the library during the Saturday celebration and the wonderful float and marchers in the Sunday parade.
7. Action items: Reviewed and updated.
8. Next regular meeting date: Monday, September 19, 2022.
9. The meeting was adjourned at 8:44. (Pat moved, Ken seconded; unanimous)

Meekins Library Director's Report

July 2022

Community Connections

- We have participated in the planning and execution of the Town's 250th Anniversary celebration. All staff pitched in for various stages and a big thanks to all. The Living Archives, *This is Who We Are* was a big hit. The collages will be on display at the library. Local Eyes, photo exhibit by Williamsburg photographers for the month of July and August in HH Room. I am putting the numbers together. Naomi's craft projects were popular, too.

Staff Updates

- We have hired Irene Tournas to be our next circulation assistant. She started on Tuesday, June 14. Please welcome her.
- Makayla Skubel, Emma Peterson's niece, will be conducting activities at Meekins this summer as part of an internship for her Masters in Library Science.

Programming

- Meekins Book Club, August 8 @ 6:30pm in person on the patio. This month's book is *The Book of Form and Emptiness* by Ruth Ozeki. It recently won the 2022 Prize for Women's Fiction.
- Gregg Maichek, with a Cultural Council grant and some additional funding, will be conducting a pastel art class on Thursday, October 6.
- Chuck LaValley gave a great presentation on orchids in June. We are planning a native plants garden program with a speaker from Nasami Native Plants soon.
- On September 28 a trio from Scotland, North Sea Gas, will be performing. They have visited many libraries in Mass and come highly recommended. <https://www.northseagas.co.uk>

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

- Richard Bart has joined the Town as the new Building and Maintenance supervisor. He will be taking a tour of the library facilities in the next week or so.

- Nicholas Caccamo has asked me to prepare a proposal for ARPA funds expenditures. I have asked Jamrog for quotes asap for mini split replacement. I have contacted Dan Bonham to assist me in discerning the direction for the Meekins gutter situation.
- The various AC units have begun their annual need for repairs. The Leibert unit for the lower level got a condensate pump which malfunctioned and caused water damage to the rug on the lower level.
- Jason, head mechanic for Jamrog says the rebates for replacing heat pumps(ie our mini splits in the new part of the library) are great right now and we might consider replacing them if the cost of repair continues each year.
- The Fire Alarm malfunctioned because one of the phone lines was losing connection. Verizon was called and promptly troubleshot and fixed the issue.
- Haydenville repairs. Waiting to hear from the contractor for roof and fascia repair.

School updates

School's out for the summer. I will be meeting with Stacey at some point 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

- The ARIS report has officially opened. Bev has taken the workshop and has begun to gather statistics for completing the report due August 26. The State Financial Report will open on August 8 and closes on Oct. 7.
- 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 2021-22

Meeting 2 of the Three Meeting Model was held June 28. We had 10 attendees and a very productive review of the 6 goals presented by the Strategic Advisory group. See attached.

Coronavirus and Reopening

All staff continue to be healthy. Staff has opted to wear masks at the desk to protect ourselves and vulnerable family members.

Respectfully submitted

Bev Bullock