

Minutes
Board of Trustees of the Williamsburg Libraries
Monday, October 17, 2022, 7:00 pm
by Zoom teleconferencing

Present: Pat Billingsley, Beverly Bullock (Director), Joan Coryat, Fred Goodhue, Charlotte Meryman, Rob Stinson (recorder).

Absent: Ken Borden

Guests: Freda Brackley for the Friends

1. Call to order: Charlotte called the meeting to order at 7:05.
2. Minutes
 - a. Rob was designated as recorder.
 - b. The draft minutes of the September 19 meeting were reviewed. Charlotte moved to accept the minutes as amended, Pat seconded; passed with Fred abstaining.
3. Director's report
 - a. Covid-19 restrictions: see Report.
 - b. Community connections: see Report. Naomi's program is for preschoolers and their caregivers.
 - c. Senior services: see Report.
 - d. Staff updates: see Report.
 - e. Library programming: see Report. The 125th anniversary event will be from 2:00 to 4:00 on November 6th, with time for remarks at 3:00. Bev will confirm who will be speaking.
 - f. Technology updates: see Report.
 - g. School program updates: see Report. Bev elaborated on the Library Display shelf project as suggested by Stacey. Books on display will not be checked out. Meekins will have duplicate copies for students to borrow as needed.
 - h. Friends news and updates: see Report. Joan mentioned the need to again coordinate the mailing of the Friends membership letter and the Trustee annual fund letter. The October book sale was very successful; the proceeds (unofficially) totaling \$2,777. The set up and take down went smoothly thanks to help from volunteers and support from the Hampshire County House of Corrections. At Jason Heffner's suggestion the Friends agreed to adopt a consensus approach to conducting meetings and decision making. Consideration was given to Susan Waltner's suggestions to engage with other Friends organizations and to host an annual meeting for all members. Activities will be considered for Library Appreciation Week and Day. Revised Friends bylaws remain under study. At Pat's suggestion the dissolution clause was corrected and now designates the Director and not the Trustees as the recipient of remainder funds.
 - i. Maintenance and repair updates: see Report.
 - j. Other library news: see Report. The Eileen Stewart memorial bench has been installed. Nick Dines has proposed plantings around the bench. A plaque has also been discussed by the Friends.
4. Financial reports:
 - a. Review of current reports: Joan mentioned the new line John added to the Budget vs. Actual Income and Expense report for the school library program and suggested it also be reflected in the checkbook report. Bev will relay request to John. Joan moved to accept the financial reports with the aforementioned modification, Pat seconded, passed unanimously.
 - b. Annual fund status: Approximately \$2,000 raised thus far.

5. Old business:

- a. Annual campaign: Charlotte asked if anyone would volunteer to coordinate this year's campaign. Several Board members offered to help with specific tasks. Pat and Rob will draft the December appeal letter. Possible themes for the letter include the 125th Meekins anniversary, the 20th anniversary of the addition and the library's new strategic plan. Charlotte will distribute the campaign schedule for the current fiscal year, with the initial mailing during the first week in December.
- b. Long-range strategic plan update: The draft Plan will be ready to circulate for Trustee review in November. A final meeting with the Community Advisory group will be scheduled before submittal to the MBLC.
- c. Haydenville Library physical condition: Several hundred inventoried books were removed, as planned, and some were given to the Friends for the book sale. Remaining books will be listed and reviewed for deaccessioning. Charlotte mentioned the challenge of scheduling contractors for the various repairs given that our ARPA funds requests are still under consideration by the Select Board. The Board discussed previous estimates for prepping and painting and how to best engage with the new building supervisor. Bev's top priority remains remedying the roof drainage problems at the Meekins Library.
- d. Staff pay equity project: This project is in abeyance until the results of the town's wage classification study are known.
- e. Potential new Trustees list: The Board agreed that it is appropriate to informally approach individuals thought to be a good fit to gauge their interest in serving on the Board at some point.
- f. Designate board representative for next Friends meeting: Rob will attend the November meeting.

6. New business

- a. Schedule review of strategic plan: see item 5.b above. A Board vote to approve the plan could happen at the November meeting, following the Community Advisory group review.
- b. Mission Statement: The Board discussed the most recent version of the Mission Statement and Values. Following a minor reordering of the values, Pat moved to accept the draft Mission Statement and Values, Joan seconded; passed unanimously.
- c. Pioneer Library Collaborative: Tabled until the November meeting.

7. Review action items from last meeting: None outstanding.

8. Next meeting date: Monday, November 21, 2022 via Zoom.

9. The meeting was adjourned at 8:25. (Charlotte moved, Joan seconded; passed unanimously.)

Meekins Library Director's Report

October 2022

Community Connections

- Collaborative for Education Services (CES) Play Group will meet in the HH Room Mondays at 10am through June.
- Naomi Edelman, music therapist, will be holding a music and movement class on Thursday mornings starting on Oct. and running for 8 weeks. This program is run through the Hilltown Health Community.
- A Spanish class for "homeschool kids" will be held here. Day TBD.

Staff Updates

- A reconsideration form for Book Challenges has been created and it is attached to the Trustees email.
- Staff has been notified of the potential for First Amendment challenges at any of the town facilities. Protocol has been discussed and we are ready.
- Daria continues the excellent Throw Back Thursday posts.
- Irene is creating a Facebook library resources post each Tuesday.

Programming

- Meekins Book Club, October 24 @ 6:00pm in person on the patio or Hawks Hayden Room. This month's book is *The Sweetness of Water* by Nathan Harris. Participants voted on books for the remainder of the year and a regular calendar has been established.
- Plans are beginning to for celebration of the library's 125th anniversary to be held Nov. 6 at 3pm. We have a citation from the Governor and we are planning a "ceremony" possibly in November.
- North Sea Gas Concert- Seventyfive foot stomping hand clapping attendees loved the music and comradery of the evening. Thank you, Friends and hosts.
- Naomi has developed a full schedule of Saturday programs, a graphic novel book club and library resources orientation for home school families.
- Rochelle is working on adult programs and school services.

Technology Updates

- CWMARS will be setting up Rochelle's new computer this week- watch out for a speedy Rochelle
- Paragus discontinued Bitdefender. Bev worked with the Paragus team to set a new anti-virus program on all computers.

- The Hilltown Health Collaborative has purchased OWL camera systems for the area towns. Williamsburg has one and it may be available for use by town groups so that hybrid meetings can be an option.

Maintenance and Repair- Building Updates

- The Fire Inspectors required that a furnace Emergency Shutoff switch be placed outside the room where the boiler is located. Jamrog and the electricians completed the work on 9/30/22.
- Requests for the use of American Rescue Plan funds have been submitted to the Board of Selectmen. We made 7 requests mostly for repairs and maintenance, but some fun and innovative requests were submitted. Nick Cacammo said the BOS are prioritizing the requests.
- Otis elevator and State inspection to take place Oct. 25.
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School updates

- We are working with Stacey and the school to place a library display shelf at ATD. The display shelf has been ordered- paid for by school funds Stacey provided. We will coordinate with teachers and the school topics and potential displays.
- Amber suggested to School Committee that the school should have a book challenge policy in place. Because we serve as the school library, my suggestion would be a combined policy to be added as an addendum to the Memorandum of Agreement. The ATD SC meets Thursday, October 19.

Friends News and Updates

- The Friends are sponsoring the concert and the pastel program on Oct. 6
- The accessible door for the restroom is installed and functioning. Thanks to the Friends for the generous donation.

Director Continuing Education and activities

- The State Financial Report was submitted on October 6, 2022.
- Naomi and Bev will be attending the New England Library Association Conference in Manchester, NH Oct 24 & 25

Strategic Planning for 2021-22

The plan is in the final stages of development and should be ready for public viewing and submission to the MBLC in October.

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