

**DRAFT Minutes**  
**Board of Trustees of the Williamsburg Libraries**  
Monday, November 21, 2022, 7:00 pm, by Zoom

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

Absent: Fred Goodhue

Guest: Jason Heffner

1. The meeting was called to order by Charlotte at 7:09 pm.
2. Minutes
  - a. Pat was designated as recorder.
  - b. The draft minutes of the October 17th meeting were approved as amended. (Charlotte moved, Joan seconded, unanimous)
3. Director's report (appended)
  - a. **Covid-19 restrictions:** see Director's report
  - b. **Community connections:** see Director's report
  - c. **Senior services:** see Director's report
  - d. **Staff updates:** see Director's report
  - e. **Library programming:** see Director's report
  - f. **Technology updates:** see Director's report
  - g. **School program updates:** Bev discussed the issue of potential challenges from parents regarding a book their child has signed out and the need for the library and school to coordinate their policies. Bev has developed a form for parents to use if they wish to challenge a book. Amber showed the form to the school committee at their October meeting but hasn't yet talked with Bev about their response. Bev is still drafting a book challenge policy for the library, which will be an addendum to the collection development policy already in place; this will be reviewed and voted on by the board when complete. Charlotte suggested doing this as soon as possible since there have already been some questions from parents.
  - h. **Friends news and updates:** Jason Hefner discussed his various goals as the new chair of the Friends. He hopes to strengthen the group's internal organization, recruit new board members, create a committee structure for the future (six potential committees have been identified so far), work toward creating an annual report, and review the group's mission statement. To help meet the library's current and future needs, Jason hopes to introduce standard accounting reports for this year and past years that will facilitate the planning and budgeting process. He is getting the financial records for the last three years reviewed by an outside accountant and will begin official audits in the future, with the goal of being able to apply for foundation grants going forward. He also hopes to introduce a number of new policies, beginning with financials, a regular newsletter for members, and more than one larger meeting per year, and increase recruitment of new members.

Jason created a worksheet for developing a calendar of future events that should make it easier to establish budgets around those activities, identify expenses in advance where possible, and identify fund-raising opportunities. He has also invited a colleague to discuss outreach, promotion, and marketing strategies with the group.

The group has given the director a credit card she can use as needed while they continue exploring other ways to make their funds available to her, including a preset discretionary amount.

Susan Farrell is working on the dedication of a bench in honor of Eileen Stewart. Joan reported that the bench has already been installed by Nick, who plans to also create a garden near the bench in the spring. The Friends can hold the ceremony at any time they wish.

- i. **Maintenance and repair updates:** Efforts are underway to get quotes for replacing the gutters at Meekins; the job may possibly have to go out to bid. There are still open questions about what kind of gutter to use: half-round or K-shape. (Meekins currently has half-round.) Rob expressed concerns about the security of the exit door from the community room, Bev explained that it's currently difficult to tell when the door is closed and locked properly. Rob suggested adding the repair of that door to Dick Bart's list of work that needs to be done.

Bev is exploring ways to pay to replace the door counter at the front door. It is also time to move most of the outdoor furniture inside for the winter. Several trustees volunteered to help with this as soon as the Friends have cleared out the basement space normally used to store the outdoor furniture.

- j. **Other library news:** Rob clarified that 2014 energy audit was forwarded to the Energy Committee by Charles Dudek.

#### 4. Financial reports

- a. **Current budget reports:** Ken reported that all is on track. The current reports were approved. (Pat moved, Joan seconded, unanimous)
- b. **Annual fund status:** So far we've raised \$4,075 toward our goal of \$19,500.

#### 5. Old business

- a. **Annual campaign:** The board reviewed the final campaign letter and our next steps going forward. Charlotte will coordinate with John Palmer on preparing the letters and envelopes, and creating a set for each trustee to sign and assemble. Letters should be in the mail on or about December 6th.
- b. **Long-range strategic plan:** The trustees reviewed and approved the recently completed long-range strategic plan. (Charlotte moved, Ken seconded, unanimous) Congratulations to all who helped make it happen!
- c. **Haydenville Library physical condition:** Half of the books have now been removed and the rest require further processing. Charlotte reported that the cost of scraping and painting the building is over \$10K, so the job would have to go out to bid. Rob reminded the board that we also have estimates for doing only the scraping. Charlotte reported that there are still questions about whether we will get ARPA money for the Haydenville repairs. She

hopes to set up a meeting with Bev, Rob, Dick Bart, and herself to discuss finding qualified contractors to do the work and preparing the scope of work and bid documents.

- d. **Staff pay equity project:** The Selectboard has received a draft version of the wage classification study. They plan to release the results once they receive the final version.
  - e. **Potential new Trustee candidates:** Fred plans to resign after the December meeting. Pat, Rob, and Ken will each talk with people who may be interested in completing the rest of his term and report back next month.
  - f. **Board representative for next Friends meeting:** Charlotte will attend.
6. New business
- a. Pioneer Valley Library Collaborative: Tabled until next meeting.
  - b. Year-end gifts for staff: The trustees will give each staff member a Northampton gift card, as we did last year. Joan will purchase the cards and each trustee will reimburse her for their share.
7. The board reviewed the action items from last meeting.
8. Next meeting date: Thursday, December 15, 2022, at 7 pm.
9. The meeting was adjourned at 9:25 pm. (Charlotte moved, Joan seconded, unanimous)

# Meekins Library Director's Report

November 2022

## Community Connections

- A Spanish class for “homeschool kids” is being held on Monday afternoons.
- Alliance for Digital Equity is beginning work with Seniors. Bev has attended one meeting that is establishing a program called Cyber Seniors. For Information: [www.cyberseniors.org](http://www.cyberseniors.org)
- <https://sites.google.com/view/alliancefordigitalequity/resource-for-residents?authuser=0>

## Staff Updates

### Programming

- Meekins Book Club, November 28 @ 6:00pm in person on the patio or Hawks Hayden Room. This month's book is *The People of the Whale* by Linda Hogan. Participants voted on books for the remainder of the year and a regular calendar has been established.
- Meekins Market will be open for business Saturday, November 19!
- A Wet Felting workshop will be held November 30, 6-8pm. Registration required.
- Meekins Holiday Read will take place Sunday, December 11 @3pm
- The Meekins is 125! Celebration was a beautiful success. Over 60 people attended with remarks by Ann Turner, Roland Merullo, Jack Barry, Corrine Coryat for Natalie Blais, Lisa Wenner and Karen Traub, MBLC Commissioner. Finger food and CAKES made for a memorable occasion.

## Technology Updates

- Rochelle's computer is up and working well. Thanks to Jim Weigang for helping with the transfer of files.
- Our main door counter is not working consistently. Bev is exploring options for replacement. The door counter provides valuable statistics for state and federal funding and could potentially give insights into our hours and traffic. **Maintenance and Repair- Building Updates**

- The Meekins gutter project has gotten the go ahead for the use of American Rescue Plan funds. A scope of work is being developed and bids will be requested.
- The Select Board, in conjunction with the Energy Committee, has authorized a comprehensive energy audit for Meekins. Meekins has the highest cost per square foot for energy costs of all the town buildings. The Energy Committee hopes to apply for competitive Green Communities grants that open in March. A copy of the 2014 Energy Audit has been forwarded to the Energy Committee and Nick Caccamo.

**School updates**

- Bev will be following up with the School Committee regarding coordinating efforts in developing this policy.

**Friends News and Updates****Director Continuing Education and activities**

- Naomi and Bev attended the New England Library Association Conference in Manchester, NH Oct 24 & 25. Both returned energized and full of new ideas to implement.

**Strategic Planning for 2021-22**

The 3<sup>rd</sup> and final meeting of the Strategic Plan working group will be held Nov. 17. The Board of Library Trustees is expected to approve it and the plan will be submitted to MBLC. Bev has begun work on the Action Plan for Dec. 1 submission.

**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