

Minutes  
Board of Trustees of the Williamsburg Libraries  
Meekins Library Hawks-Hayden Room  
December 16, 2019

Present: Cynthia Barker, Ken Borden, Joan Coryat, Charlotte Meryman, Pat Billingsley (recorder), Bev Bullock (library director)

Absent: Rob Stinson

Guest: Maureen O'Brien

1. The meeting was called to order at 7:11 pm.

2. Minutes

- a. Pat was designated recorder.
- b. Minutes of the 11/18/19 meeting were accepted as amended. (Charlotte moved, Ken seconded.)

3. Director's report (Bev):

- a. Community connections: Four people attended the OPM committee presentation on the public safety complex project at Meekins December 15th.
- b. Staff updates: One staff member has been sick, but another was able to step in to cover her regular tasks.
- c. Programming: The annual Holiday Read had about 20 attendees this year. The current art display has been well received. Meekins Market is going strong. Bev is planning to hold a "toy party" in January, at which patrons can learn to use the new version of the Overdrive app on their electronic devices.
- d. Technology updates:
  - i. There is an old NEC phone system box with lots of wires in the basement. Bev called the company that installed it and they sent a technician who removed the box from the wall for an \$88 charge. However, they did not take the box, so Bev has been looking for company to recycle it.
  - ii. Bev reviewed our current technology service providers: we get wifi from CW/MARS for the public hotspot, Internet service from CW/MARS, and password-protected wifi service from Comcast for a system that boosts the signal for phone service.
  - iii. Bev learned that the deadline to apply for a 2020 Community Compact grant has passed. The next cycle will be for 2021.
- e. School program updates: The new 6th grade program has been working well.
- f. Friends updates (Maureen): The Friends had a holiday gathering in December instead of a regular meeting. Maureen has been exploring the possibility of bringing in fundraising specialist Abigail von Schleigen to give a workshop for the Board and

the Friends. Maureen has also been keeping in touch with Jon Gould, who is still exploring grant possibilities for the town technology budget.

- g. Other: Bev plans to start tracking door-usage counts on a monthly basis to gain a more detailed understanding of our visitor numbers.
- h. John Hoogstraten built and generously donated shelves for the basement storage area.
- i. Dan Hathaway has replaced John Hoogstraten as the town building supervisor.

#### 4. Financial reports:

- a. Annual Campaign: Two donors mistakenly wrote checks intended for our annual fund to the Friends, but Anne Bussler caught the mistake and remedied the situation. The \$2,000 received from those donors will be added to the \$3,845 already contributed to date.
- b. Our maintenance expenses are slightly over target for this time of year, but all other budget lines are on target.
- c. Pat will put together a 5-year history of our funding requests to the finance committee and the town as reference material for our upcoming budget planning discussions. Cynthia & Bev will review any additional maintenance requests that may be coming.
- d. Pat will ask Charlene if she knows when the Selectboard is likely to increase the town technology budget.

#### 5. Old business

- a. Maintenance and repair updates:
  - i. Outdoor furniture: There is currently no place to put the furniture in the basement, but Bev thinks there would be room if the Friends removed their empty boxes from basement. Ken volunteered to help break down unused boxes and take them to dump. Maureen will send out an email to the Friends asking for help with boxes. In the past, the staff has advertised for volunteers to help move the furniture indoors when the time comes.
  - ii. Doorbell replacement: The front doorbell is broken. It may be possible to replace it with one that has an intercom. However, there may be privacy issues with a video doorbell. It was decided to table the discussion until Bev can do some research and report back.
- b. Annual campaign next steps
  - i. The board discussed the possibility of sending an email version of our campaign letter to patrons who previously agreed to receive email from the trustees. It was agreed that the donor email needs to be shorter than our current letter. Charlotte will try reducing it to its bare essentials. Once we agree on the text, the email can be sent from the trustees Gmail account.
  - ii. Bev will take a stab at designing a bookmark that provides basic information about the annual campaign.

- iii. Once our status signboard is up on the library lawn, we may wish to display a copy of the campaign letter beside a stack of return envelopes at the circulation desk. The board agreed to table further discussion of this possibility for a few months.
  
- c. Long range plan
  - i. Bev contacted Christie Chadwick at the Mass. Library System for advice on the best way to approach our next LRP. Christie sent her a link to some example plans and other materials, which Bev will pass along to the Board.
  - ii. Bev also talked with Forbes Library about their strategy and will meet with them soon. So far she has found no grant money for a facilitator to help us with the process, which we should begin within the next six months.
  - iii. Pat will ask Hatfield library director Eliza Langhans about their LRP process.
  
- d. Discussion of a best-case staffing plan was tabled until the next meeting.
  
- e. Bev is drafting a new photography and video policy for the library. She will distribute the draft to the board for review at our next meeting.
  
- f. Charlotte will attend the next Friends meeting on January 13 at 7 pm. Cynthia will attend the February meeting.

## 6. New business

- a. LSTA grants: Bev has been looking into these and will continue researching.
  
- b. Director objectives: Bev has begun composing her list of objectives for the coming calendar year. To date, her list includes: better understanding the town's political process and funding models, redoing the Riverside room, cleaning up and reorganizing the basement, completing the long-range planning process, upgrading the library website, and reinvigorating adult programming.
  
- a. Library services for seniors: Bev talked with Anne Bussler about her current process for delivering library materials to seniors. Bev is interested in expanding and formalizing the program to include more homebound seniors, also adding a pop-up library at the Senior Center. Ken described the Easthampton library's book bike program, managed by director Nora Blake, which delivers books to homebound patrons and is also used as a pop-up library at town events. Bev is hoping to find out how many homebound people we have in town and will check to see if a list is kept anywhere for first responders.
  
- b. Warrant article for February Special Town Meeting: Pat reported that Charlene suggested we return the monies still remaining from the attic insulation project to the town's general fund (unless we foresee other attic-related expenses), then draft a new article requesting an equivalent amount of funding for a different

maintenance or repair project. Pat will talk with John Hoogstraten about candidate projects for such an article.

7. Next meeting date: Tuesday, January 21st, at 7:00 pm.

The meeting was adjourned at 9:30 pm. (Ken moved, Cynthia seconded.)

*P. A. Billingsley*