

Minutes for the Board of Trustees of the Williamsburg Libraries
Monday, 19 November 2018, 7:00 pm
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Present: Cynthia Barker, Pat Billingsley, Joan Coryat, Katie Krol, Charlotte Meryman, Ed O'Neil, Rob Stinson (recorder)

1. The meeting was called to order by Joan at 7:08 p.m.
2. Minutes
 - a. Rob was designated as recorder.
 - b. October 22 meeting minutes were reviewed and amendments offered. Pat moved to accept as amended. Cynthia seconded, unanimously approved.
3. Director's report
 - a. School program updates: Katie reported an unfortunate miscoordination involving an unannounced and unplanned class visit on November 6th during public use hours. Katie sent an email to all teachers requesting better coordination and compliance with class visit procedures. Katie distributed copy of a November 7th email sent to the Principal, Stacey Jenkins, underscoring the need to avoid such confusion. Katie plans to meet with the Principal to reach a common understanding. Pat offered to attend. School Committee Chair Kiera Durrett will also be invited.
 - b. Friends news and updates: Two new computers paid for by the Friends were installed. In addition, the Harold Seewald technology grant was depleted to pay for a third new computer.
 - c. Staff updates: No updates reported.
 - d. Security updates: No updates reported.
 - e. Other library news: Katie said that the Library's Halloween Party (Boo Bash) was a great success. The Meekins Holiday Market has begun and is doing well with early sales.
4. Financial reports (Katie)
 - a. Annual fund status (goal \$18,500): Thus far, \$5,560 has been donated.
 - b. Current budget status: Katie distributed the standard financial reports. No budget deviations or concerns were noted other than the early snows may portend that the maintenance budget will again be exceeded.
5. Old business

- a. Meekins building and grounds: Rob reported that in light of the advancing cold season and the failure of Champlain masonry to complete the repointing work, John Hoogstraten elected to undertake the necessary repairs. During the last week of October John completed the caulking work on the library addition's stone joints.
Katie reported that on November 10th, electricity was lost to approximately half of the library during a broader community outage. Noisome vapors in the basement impelled Katie to evacuate the building. Realizing that the furnace was not functioning, Katie called John Hoogstraten and heating system servicer, Jason Jamrog. After venting the fumes, John and Katie consulted available heating system documentation. Katie reported success in restarting the system. As a safety follow-up, Katie installed carbon monoxide detectors on both levels of the building. Some discussion followed as to why only part of the library was without power. Lacking an answer, the Board agreed that a better understanding of the building's electrical service should be sought to identify any appropriate modifications.
- b. Haydenville building and grounds: Katie notified the Town Administrator that the Board voted to disconnect internet and phone service to the Haydenville Library. This news of cost savings was greatly appreciated by the Administrator.
- c. Review draft director performance evaluation forms: Charlotte's draft evaluation form was reviewed along with others gleaned from various sources. Joan suggested the form or process should provide a means for clearly articulating expectations of the Director by the Board and expectations of the Board by the Director. The Board agreed that school/library interactions would be an apposite component of evaluation criteria. Following an extended discussion of possible elements and formats of an evaluation instrument, Charlotte offered to incorporate feedback, comments and proposed changes prior to distributing an updated version before the next meeting. The evaluation process is tentatively scheduled for January, 2019.

6. New business

- a. Review draft annual fund letter: The Board reviewed and discussed Charlotte's draft of a new annual fund letter. Minor syntax and format changes to the letter were considered. Katie suggested including a reference to the library's repeat designation as a 4 star institution by the Library Journal. After a discussion of the schedule for finalizing and mailing the letter, Charlotte agreed to distribute a revised and, hopefully, final version for approval in time for mailing in early December.
- b. Back up generator for heating system: As a precaution against future heating system interruptions caused by power outages, the installation of

a backup generator was discussed. Katie stated that the Building Supervisor thinks that the electric outage and furnace shutdown was so unusual that expense of installing and maintaining a backup generator is not currently warranted. The Board concurred that at this time the purchase of a generator is not justified.

- c. Other: The Board discussed purchasing Holiday gifts for staff.
7. Next meeting date: Monday, December 10, 2018 at 7:00 p.m.
 8. Cynthia moved to adjourn 9:04 p.m. The motion was seconded by Joan and unanimously approved.

P. A. Billingsley