

Minutes for the Board of Trustees of the Williamsburg Libraries

Tuesday, January 21, 2020, 7:00 pm

Meekins Library, Williamsburg, MA

Present: Cynthia Barker, Pat Billingsley, Ken Borden, Bev Bullock, Joan Coryat, Charlotte Meryman (recorder), Rob Stinson. Guest: Maureen O'Brien.

1. The meeting was called to order by Joan at 7:03.
2. Minutes
 - a. Charlotte designated as recorder
 - b. Dec. 16, 2019 minutes reviewed and amendments suggested. Pat moved to accept as amended, Charlotte seconded, unanimously approved.
3. Director's report
 - a. **Community connections:** Select Board Chair Bill Sayre stopped by today to meet and chat with Bev. She brought to his attention several maintenance issues, including the poor condition of the front walkway and the broken dehumidifier in the space where town records dating back to 1771 are stored.
 - b. **Staff updates:** Our five-hours-per-week staff member is now devoting an hour a week to displays and social media.
 - c. **Programming:** Four staff members will rotate through the "toy party" Sat. Feb. 1, at which patrons can bring their digital devices and get help setting up and using CWMars OverDrive and the Libby app. Pat noted that OverDrive has just been updated and all patrons must now sign in with their library card number and PIN.

The Williamsburg Cultural Council has awarded the library a grant for Arthur Evans and his son to hold a maker space event at Meekins. They will bring a 3D printer and other materials on a date still to be determined. The Cultural Council turned down a separate grant proposal for a pastel workshop, which the library applied for jointly with the Senior Center.

Jayne Tauscher has said she will again sell plants this spring, with a portion of the proceeds going to the library. She will also hold a presentation on pollinators in February.

Bev attended a meeting at Forbes Library regarding All Hamptons Read, in which patrons are invited to read and discuss a single selected title. The theme will likely be "coming to America." Bev would like Williamsburg to participate this year and has asked to be on the planning committee. Forbes will plan all programming and order copies of the book for participating towns.
 - d. **Technology update:** Pat reported as follows on her conversation with Town Administrator Charlene Nardi: Technology updates and maintenance are an issue for all town departments, but any change in funding level is postponed until next year to allow the Technology Committee time to develop a comprehensive plan. In the meantime, Town Meeting will be asked to fund the replacement of 12 town computers that are too old to be upgraded, including one in Meekins' Riverside Room.

Bev reported that staff have been training on several newly acquired databases, including "Opposing Viewpoints in Context."

- e. **School program updates:** Bev said she is getting lots of positive feedback about the new library skills curriculum created by Naomi Schmidt, Kmit children's librarian. Sixth graders have now selected topics for their research projects, and next week Bev, Naomi, and Assistant Director Rochelle Wildfong will spend time in the Dunphy School computer lab working with them on state databases.
- f. **Friends news and updates:** Bev reported that John Hoogstraten has installed the basement shelves he built on a volunteer basis and they are "fabulous." They will be used to sort materials for the Friends' annual Book Sale.

Maureen thanked Ken for his help in clearing empty boxes from the basement to make room for the new shelving. The Friends plan to clarify their book donation policy at their February meeting.

Maureen reported that the Friends will hold a second, special meeting in February to review and clarify their mission statement.

The Friends also plan to hold a fund-raising meeting in May to discuss plans for the fall. Charlotte attended the Jan. 13 Friends meeting and briefly discussed with them ways the Trustees and Friends might coordinate and distinguish between their fund-raising efforts. Maureen said she recently attended a development workshop and will share her notes with Trustees.

- g. **Other library news:** Bev reported that she has been diligent about cleaning the drainage holes in the front steps and has so far had no icing problems.

4. Financial reports

- a. **Annual Fund status:** We have now received \$12,137 from 88 donors, which is on par with previous years except for last year, when we received an exceptionally large early donation. Bev reported that almost all mailed donations arrived in our newly instituted return envelopes.
- b. **Current budget status:** Bev reported that the maintenance account is low and she already anticipates several significant expenses, including repairs to the furnace, fire alarm system, and elevator. Cynthia suggested she alert the Finance Committee to the situation, as we will likely need to request additional funds. Bev reported that Charlene Nardi is currently reviewing an estimate for replacing the fire alarm control panel, which has been determined to be the problem. Pat asked Bev to compile a list for the Finance Committee of all fixed, recurring expenses.

5. Old business

a. **Maintenance and repair updates**

- (i.) Outdoor furniture storage: Bev thanked Rob for helping to move the metal patio furniture into the basement and Ken for helping the Friends remove boxes to make room for it.
- (ii.) Doorbell replacement: Bev queried other libraries about the idea of a video doorbell and learned that such cameras are now monitored via cell phone, which she feels is not practical for us. She feels a camera and/or intercom are unnecessary. She would like to add a second doorbell at the circulation desk, however, so that staff can summon help from downstairs when things get busy. Rob will investigate options, including one proposed by Bev.

(iii.) Other maintenance issues: Bev reported that all can lights have now been fixed except for the one over the stairs, which is too difficult to reach. Bev will look into the cost of replacing these fixtures with ones that will accept energy-efficient LED bulbs.

Rob reported that Duffy Willard has submitted estimates for replacing the front walk. They range from \$4,250 to \$6,330, depending on the material used (asphalt or concrete) and whether or not workers receive prevailing wage. Additional estimates are expected from Cliff Clark and Pete LaFogg. Rob will also discuss the project with Nick Dines.

b. Annual campaign

(i.) Donor email: The board reviewed the proposed draft of an email solicitation and recommended changes. Charlotte will present a revised version at the February meeting. The board agreed to hold off on sending it for now to avoid confusion with the Friends' recent email solicitation.

(ii.) Bookmarks: Bev reported that staff were not enthusiastic about a bookmark and would prefer a magnet with library hours. Charlotte noted that staff already insert checkout slips in books and that, as a result, a bookmark might be less useful. Charlotte will investigate options and work on draft designs for each.

c. **Long range plan**: Discussion deferred due to time constraints.

d. **Ideal staffing plan**: Discussion deferred.

e. **New Photography & Video Policy**: Discussion deferred.

f. **LSTA grants**: Discussion deferred.

g. **Library Director objectives**: Discussion deferred.

h. **Senior services, including Pop-up Library**: Discussion deferred.

i. **Friends liaison**: Cynthia will represent Trustees at the Feb. Friends meeting.

6. New business

a. **2020-2021 (FY '21) budget**: Ongoing significant underfunding of the materials budget was discussed. Cynthia will clarify the calculated amount covered by our elementary school assessment. Bev and Pat will work on a list of municipal libraries in Hampshire County so that we can collect data on how this is handled in other towns.

b. **Director's evaluation**: Because Bev has been on the job less than a year, a formal evaluation will be postponed until January 2021, in accordance with the evaluation schedule previously established.

7. Next meeting date: Tuesday, February 18

8. Rob moved to adjourn at 9:31 p.m, Cynthia seconded, approved unanimously.

P.A. Billingsley