

## **Board of Trustees of the Williamsburg Libraries**

Minutes of Meeting Nov. 21, 2016

**Present:** Pat Billingsley (chair), Joan Coryat, Jon Gould, Rob Stinson, Cynthia Barker, Katie Krol, Charlotte Meryman (recorder)

### **Documents used:**

- FY2018 Annual fund solicitation (draft)
- Checkbook Report, Nov. 2016
- Expense Report, July-Nov. 2016
- Annual Fund Yearly Comparison, FY2015-FY2018
- Profit & Loss Previous Year, July 1-Dec. 2, 2016
- Balance Sheet Previous Year Comparison, as of Dec. 2, 2016
- Profit & Loss Budget vs. Actual, July 2016-June 2017

1. The meeting was called to order by Billingsley at 7:08.
2. **Minutes:** Barker moved to accept the minutes of Oct. 24 meeting as drafted. Coryat seconded. Motion passed unanimously.
3. **Director's report:** Katie Krol reported the following:
  - a. The Library is in midst of serious staff shortage due to the absences of several essential volunteers. One person is out for an extended period due to a death in the family, and two others, who assist with school visits, have both been out extensively due to travel and their own family crises. Krol reported the remaining staff are exhausted trying to cover all the hours, including Saturdays. Billingsley suggested it may be possible to hire substitute staff. She will clarify the details of this option with the Town Administrator. Krol reported this is an ongoing challenge of relying on volunteers to fulfill essential library functions. Krol reports that all paid library staff are already working as much as they are allowed to or want to, so a new temp employee would need to be brought in to provide any additional paid hours.
  - b. Waiting for pickup of old light bulbs. Replacement of new noisy light bulbs in children's room has been promised by the vendor but has not yet happened. Board moved briefly into that room to hear them.
4. **Finances:** Krol provided a financial update (see document list, above).
5. **Old Business**
  - a. **Front Steps:** Gould reported there has been no progress since Jim Locke's meeting with Champlain, the contractor, in which the steps were rewrapped. The stones need to be photographed and removed. Gould will speak with Locke to determine the proper channel for facilitating communication with Champlain. We would like to have a point person to keep us informed and ensure the project proceeds in a timely fashion.

- b. **Front door:** Gould has made numerous inquiries regarding the best way to repair the crack in the front door but has not been able to turn up any good options short of taking the door apart and re-gluing the panels, which would be a delicate job and could result in further breaks. The board agreed to table for now an offer from Sandy Warren to provide framed calligraphy of the Leonard Cohen quote: "There's a crack in everything; that's how the light gets in."
- c. **Insulation project:** Gould reports that Jim Locke and Rich Heiman will build a false ceiling on the old stairway in January to keep heat from rising into the attic. Additional insulation work, however, is proving to be extremely complicated, in part because work is needed on the dome, skylight, and stained glass, which would need to be done before any insulation in those areas. Gould asked the Town Administrator if the \$15,000 Town Meeting approved in 2015 for Meekins insulation might be used for design work for those repairs, but she reported that the wording of the article limits its use to insulation only. In addition, Gould reported that two contractors who looked at the project also said the attic should not be insulated without also being ventilated. Tom Chalmers is familiar with the space, so Gould may consult him next to help determine the necessary stages of the project. Locke, Gould, and Stinson feel a design expert should look at the overall issue before we proceed. Billingsley will consult with Locke and the Town Administrator about the possibility of asking Town Meeting to repurpose the money for analysis and design of repairs.
- d. **Library Friends:** Billingsley reported she has not yet spoken with them.
- e. **James Kitchen sculpture:** Billingsley obtained the site plans from Jim Locke, which Krol has agreed to store at the Meekins until the board can review them. Discussion on the sculpture was tabled until the site plans are reviewed at a later meeting.

## 6. New Business

- a. **Annual Fund Campaign:** Some minor clarifications and space-saving adjustments to the draft solicitation letter were suggested. Gould moved to accept the letter with the discussed edits. Seconded by Stinson. Approved unanimously. John Palmer will print the letters, and board members will sign, fold, stuff, and mail in early December.
- b. **Donated art and artifacts policy:** Stinson recommended broadening the donated art policy to include artifacts. Krol will check with the Town Administrator re: adjustments regarding previous discussion. Board recommended some small edits. Meryman moved to accept as revised by the board and by Krol following discussion with the Town Administrator. Seconded by Barker. Approved unanimously.

- c. **Collection development policy:** Ann Bussler of the Library Friends received an inquiry regarding proceeds from the annual Book Sale, which the caller felt should go to the town, rather than the Friends. The Town Administrator agrees that the library contents, including both de-accessioned and donated books, belong to the town and that income from the sale should be directed there. The Town Administrator will check with the accountant as to whether that money would then stay in the general fund or could be sent to the library account. Krol reported that the last sale made about \$1,000, of which no more than \$100 came from de-accessioned books. Krol said 80 percent of the library's de-accessioned books go to a charity, Better World Books, which provides boxes and shipping labels and picks them up for free, avoiding the need to cart scores of heavy boxes to the transfer station. Krol will revise her draft collection development policy to reflect this discussion. Meryman moved to accept the policy as amended. Coryat seconded. Approved unanimously.
  - d. **Haydenville Library alternative reuse:** Billingsley reported that Fred Goodhue approached her about the possibility of using the Haydenville Library as a Visitors' Center. Response from the board was generally favorable, with a few caveats. Krol is concerned that community members continue to have access to the space for meetings, which are usually in the evening hours. Concern also was expressed about making sure the Town, rather than the Library, is responsible for security, staffing, and such. Krol noted that the books remaining in the building are not part of the library collection. Krol reported that last year the Meekins circulated 100,000 items, while just 100 circulated through the Haydenville Library. It was agreed to table the issue until further information is available.
  - e. **Christine Allen donations:** Krol reports that \$820 donated in memory of Christine Allen is in the Greta Carey fund. Coryat will review 2014 minutes to look for discussion of how the money was to be used. Billingsley will speak with a friend of Christine's to help clarify intentions.
  - f. **The Mass. Historical Commission** will hold its meeting at the Meekins in January, Krol reported.
  - g. **Furniture moving:** Krol requested help moving the outdoor furniture to the basement on Dec. 1 at 11 am.
  - h. **Second Annual Fund solicitation:** Krol passed around a sample of some nice, heavy paper donated to the library, which can be used for the second solicitation.
7. **Adjournment.** Meryman moved to adjourn at 9:49 p.m. Barker seconded. Approved unanimously.