

Minutes

Board of Trustees of the Williamsburg Libraries

6/17/2019

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

Guests: Gary Krol, Maureen O'Brien.

The meeting was called to order by Joan at 7:15 P.M.

1. Minutes

- a. Cynthia was appointed recorder.
- b. The minutes of the May 20, 2019 were reviewed. Cynthia moved to approve the minutes as amended; Pat seconded the motion, and the Board voted unanimously to approve the motion.

2. Director's Report

- a. School program updates: The final class of the school year was held last Thursday.
- b. Friends news and updates: Many thanks to the Friends for their approval of the purchase of 10 new chairs for the conference room. The Friends welcome any Trustees who would like to attend their meetings. There was some discussion about the need for storage of the patio furniture during the winter months. After evaluating several alternatives, Rob suggested that it might be possible to winterize the furniture with special preservatives such that we could safely leave the furniture outside, rather than arranging for storage. Rob volunteered to proceed with this plan, and Maureen indicated that the Friends could pay for the materials.
- c. Staff updates: Nothing new to report.
- d. Technology update: New Microsoft licenses have been installed on all computers.
- e. Other Library news: The summer reading program will begin on June 22, 2019. We have no formal art display scheduled for June. A few children are bringing their special collections to the library for display. We welcome additional collections that anyone else might like to share.

3. Financial Reports

- a. Annual fund status: We have exceeded our goal of \$18,500. Donations to date are: \$22,940. The general trend this year was fewer donors (about 20 less than last year) and higher contributions per donor. This seems to be consistent with national trends.
- b. Current budget status:
We recently received \$8,010 in State Aid; this was \$736 more than expected.
The Finance Committee has approved a transfer of \$2,116 from the Town's reserves to the Library maintenance line to compensate for necessary maintenance expenses in excess of the Library budget. If there are additional maintenance expenses in late June, we will use income from donations to pay these expenses. Based upon our experience this year, it appears that we will need to request a permanent addition to the maintenance budget for FY 2020-21.
All other aspects of the budget are on target.

4. Old Business

- a. Annual fund reminder card: The final postcards have been mailed.
- b. Maintenance and repair updates: We are experiencing episodic pooling of water and icing on the front stairs. Holes have been drilled to attempt to correct this problem. Periodically, we need to unplug the holes.

The front walkway to the steps still presents a tripping hazard; perhaps we need to revisit earlier landscape suggestions which would eliminate this problem.

Rob Stinson distributed a status report highlighting completed and pending repairs to the Haydenville Library. Rob reported that the Town Building Superintendent probably has funds available to complete the pending work, with the possible exception of painting.

5. New Business

- a. Library Director transition plans:

- (1) Our new Director, Beverly Bullock, will start her orientation with Katie next week. Beverly's salary prior to July 1, 2019 will be paid with any unspent funds for staff salaries, and, if necessary, with income from donations.
- (2) Katie has prepared a detailed transition plan; Katie will introduce Beverly to many key contacts as time allows, and will notify Pat if we need to make additional introductions after Katie's last day on June 29, 2019. Pat is expecting to invite Beverly to the July meeting of the Friends, and to introduce her to the Select Board, probably at their July 10, 2019 meeting.
- (3) Joan volunteered to compose an article for publication introducing our new Director.
- (4) Katie reported that she has changed the vendor contact list so that everyone knows to contact Beverly. Beverly has also been registered for ARIS training.
- (5) Katie stated that someone needs to contact Charlene regarding the removal of a Maple tree in the front yard; the tree has been removed, but a resulting uneven stump and divot requires attention. We may also wish to contact Jon Gould and/or Adam Hines regarding safety issues for pedestrians (particularly children) crossing the street to the library; speed limit lights might help.

- b. Board of Trustees Calendar

Pat will prepare a new calendar of Trustee meeting dates. At the July meeting we will decide if we need to meet in August.

6. Next meeting: July 15, 2019

- 7. Adjourn: A motion was made, seconded, and unanimously approved to adjourn at 8:30 p.m.

Respectfully submitted,

Cynthia Barker

P.A. Billingsley