

Minutes  
Board of Trustees of the Williamsburg Libraries  
Meekins Library Hawks-Hayden Room  
July 15, 2019

Present: Pat Billingsley (recorder), Joan Coryat, Cynthia Barker, Bev Bullock

Absent: Charlotte Meryman, Rob Stinson, Ed O'Neil

Guest: Maureen O'Brien

1. Meeting called to order at 7:05
2. Pat was designated the recorder. The minutes of the June 17 meeting were approved as amended (Joan moved, Pat seconded, unanimous vote).
3. Directors report:
  - a. School program updates: Bev contacted Stacey Jenkins to discuss overdue books held by students at the Dunphy School. Stacey responded promptly and will contact teachers about it.
  - b. Staff updates: Michele is now working only every other Saturday, so Bev will seek a new part-time person to help cover Saturdays. Also, Bev is on vacation August 9-17.
  - c. Technology updates: Two of the catalog computers would not connect to internet. A technician from Paragus was able to fix one, but the other may have a wiring issue between the computer and the switch. If so, it will require an electrician to repair, so the technician contacted Charlene about it.
  - d. Other library news:
    - i. On July 6th, one of the mini-splits in the picture book room leaked water onto the books, 5-6 books were damaged. Jamrog came and fixed the system. They will come back and do annual servicing on all the units.
    - ii. Regarding the pile of broken chairs in the basement, Daria thinks that two may be of historical significance. She suggests that the rest be repurposed or trashed.
    - iii. The Oriental rug in the periodicals room was donated by a patron who is a photographer. She also donated a book of her photography.
4. Financials
  - a. Cynthia will meet with John Palmer and Bev to go over the financials for the new fiscal year, particularly the library's income stream.
  - b. FY20 Annual Fund: The FY20 annual campaign raised a total of \$23,260 for this fiscal year.
  - c. FY21 Annual Fund: The board briefly discussed possible ways to expand our mailing list for campaign letters, without taking on the expense of a town wide mailing. Ideas included reviving the Hilltown challenge, outreach to school parents, outreach to new residents in town, calling people via a phone bank, and including a stamped, pre-addressed envelope

for donations. The Friends usually run their campaign in late September, and we usually send our first letter in December.

d. We reviewed the final state of our budget for the fiscal year ending June 30, 2019.

5. Old business:

- a. Meekins maintenance: The recent mini-split leak was discussed previously. Staff found the screen door for the historic entrance in the basement. Bev will try to get it installed with help from John Hoogstraten. The broken refrigerator in the community room will be replaced with a new one in August.
- b. Haydenville maintenance: Outstanding issues include fencing along the riverbank, a vapor barrier for the crawl space, and repainting the exterior.
- c. Outdoor furniture: Rob has offered to winterize the outdoor furniture after the Friends book sale on Columbus Day weekend, but the staff recommends continuing to bring it inside for the winter.
- d. FY20 meeting schedule: Pat will bring a revised calendar to the next meeting.

6. New business:

- a. Joan discussed the recent Friends meeting she attended:
  - i. The group had a lengthy discussion about library funding and who pays for what. Friends president Becky Houlihan suggested a joint meeting in September to go over the funding issues and how our budget is structured, including our technology infrastructure.
  - ii. Anne brought a draft version of a new form for Bev to use to request funding for specific items from the Friends. Bev is reviewing the layout to ensure it has enough room for all the information she may want to enter.
  - iii. The Friends offered to pay for a cleanout of the basement, including a dumpster.
  - iv. The group discussed a potential library float for the Williamsburg 250th celebration.
  - v. The next Friends meeting is September 9th and will focus on planning for the book sale.
- b. Pat read the letter of resignation she recently received from Ed O'Neil. She has talked with Eleanor Warnock about the process required to appoint a replacement trustee to fill the vacancy until the next town election. Ken Borden is interested in filling the position. The board voted to advance Ken's appointment by meeting with the Selectboard August 1st (Joan moved, Cynthia seconded, vote unanimous.)

7. Next meeting: Thursday, August 1st, 7:00 pm, at the Haydenville Library if available.

8. The meeting was adjourned at 8:16 pm (Pat moved, Joan seconded, vote unanimous).

*P. A. Billingsley*