

# **DRAFT Minutes for the Board of Trustees of the Williamsburg Libraries**

Monday, June 21, 2021  
Meekins Library and via Zoom

Present: Pat Billingsley, Ken Borden, Bev Bullock (Director), Joan Coryat, Fred Goodhue, Charlotte Meryman, Rob Stinson (recorder)

Guests: Freda Brackley

1. Joan called the meeting to order at 7:12
2. Minutes
  - a. Rob was the designated recorder.
  - b. The draft minutes of the May 17<sup>th</sup> meeting were reviewed. Ken moved to accept as amended. Charlotte seconded. Passed unanimously. The draft minutes of the special June 3<sup>rd</sup> meeting were reviewed. Fred moved to accept the minutes as submitted, Pat seconded. Passed unanimously.
3. Director's report
  - a. Covid-19 restrictions: Staff is preparing for the library reopening on June 22. Bev stated she is not concerned with overcrowding, given typical patron visit patterns. She indicated that initially there will be a two family at-a-time limit in the picture book and riverside rooms
  - b. Community connections: see Report
  - c. Senior services – no update
  - d. Staff updates – see Report
  - e. Library programming: see Report. Over 60 attended summer reading kick-off event.
  - f. Technology updates: see Report. Resolving technical problems with Piper Webs continues to delay the launch of the new website. Bev's research showed that many libraries report satisfaction with Piper Webs' work.
  - g. School program updates: see Report
  - h. Friends news and updates: see Report. The Florence Bank Community Award to the Friends was \$3,815, part of which will be spent on black-out curtains for the Hawks-Hayden room. The next mini-book sale is July 10. Pat reported that the Friends discussed how best to set up a discretionary account for the Director and will further consider the issue. Joan will work with Bev and the Friends to determine the disposition of a sizeable check from Fidelity Brokerage. The next Friends meeting is July 26.
  - i. Maintenance and repair updates: see Report.
  - j. Other library news: see Report.
4. Financial reports
  - a. Annual fund status: As of mid-June the annual fund appeal has garnered \$16,787 (91% of \$18,500 goal). Bev will post a reminder on the Meekins Facebook page and Joan or Charlotte will do likewise on the relevant social media sites.
  - b. Review updates to financial reports labels/annotations: see item 4.c An 'Available Funds' label was added to the most recent revision of the Budget Summary Report.
  - c. Review current budget reports: Ken's year to year comparison showed no abnormalities or cause for concern. Ken will continue to work with John Palmer to more easily track the reporting and use of carry forward funds. Charlotte requested carry forward amounts be

identified more specifically to possibly inform future expenditures. Pat moved to accept the financial reports as submitted, Charlotte seconded; passed unanimously.

5. Old business

- a. New front pathway: Joan updated the Board on the town meeting approval of the modified warrant article seeking \$3000 for walkway materials. Joan will talk to Nick about scheduling the various tasks. A number of Board members volunteered to help.
- b. 2021-2022 budget: The requested \$14,000 maintenance budget has been approved. It has not yet been determined how much of the school budget will be ear-marked for the library.
- c. Annual campaign: Charlotte mailed the final post card reminders. Social media appeals will be made to complement the mailing.
- d. Long-range strategic plan update: see Director's Report. Kristi Chadwick provided a summary report following the SOAR meeting. Results will be used in designing a community survey. Bev will contact the MBLC to ask about requesting an extension of the filing date for the plan.
- e. Anne T. Dunphy School Library Subcommittee: A meeting with the Principal will be scheduled.
- f. Library Reopening Plans: see Director's Report.
- g. Staff pay equity project: Rob will check the MBLC website to see if the 2019 wage/salary data for 2019 has been added. Joan and Bev are continuing to work on staff job descriptions. There was some discussion about also looking at wage rates for municipal clerical positions. It was agreed that the initial comparative analysis will focus on library data.
- h. Designate board representative for next Friends meeting: Ken Borden will represent the Board.

6. New business

- a. Other: No items

7. Review action items from last meeting: Joan provided a status update.

8. Next meeting date: Monday, August 16. subject to confirmation.

9. Adjourn: Joan moved to adjourn the meeting at 8:47 pm. Ken seconded; passed unanimously.

Documents used:

Agenda

Minutes of May 17 and June 3 meetings

Director's Report

Financial Reports.

# **Meekins Library Director's Report**

Bev Bullock

June 21, 2021

## **Community Connections**

### **Staff Updates**

- Lisa Zacks- We had an informal staff and Trustees gathering on Saturday, May 29. Staff baked, and we gave her a gift card for Amazon.
- Beth Kilduff, a long time volunteer will be taking Lisa's 5 hour shift.
- A job description for Michele's position is written and will be submitted to the MBLC Job website.

### **Programming**

- Ongoing- Storytimes on Facebook, recorded in our YouTube channel. Poetry Circle has changed to meet outdoors when possible.
- Burgy Bookshare meets 1x a month or every six weeks. The June meeting was cancelled due to no members attending.
- The Yarn Spinners continue to meet every 3<sup>rd</sup> Sunday afternoon by Zoom
- Summer Reading kicked off on Saturday, June 19 with a visit from Forest Park Zoo animals. This year the kids will read to earn donations to favorite animal non-profits. The theme this year is Tales and Tails.
- We will have an Escape Room! And several outdoor animal related programs-

### **Technology Updates**

- Still working with Piper Webs to get the website up. My son in law, Walker Boyd, has done a home page mock-up and a redo of the logo. Piper Webs will work with it.
- Hoopla launched on June 3. More publicity is needed. This should get easier once we reopen.
- MBLC offered a grant opportunity through an LSTA grant. We will be getting 10 mobile hotspots to circulate.

### **Maintenance and Repair- Building Update**

- Jamrog has replaced parts, recharged the freon and gotten the Leiber system going. Jamrog was called on June 1 because the mini split unit in the Hawks Hayden room caused a loud vibration on the roof from the condenser.
- The unit that Jamrog repaired is aging and I have asked for a replacement estimate. A complete description of the issue can be found on the Building Sign in Book.

- The article for the proposed walkway project passed unanimously at Town Meeting with the amended article. The project will be done by the highway department under the direction of Nick Dines. The cost to the town will only be \$3000.00
- Mice- We are having a bit of a mouse problem. So far we have trapped and killed 2.

### **School update**

- All classes have come for visits and classes at the library. All classes are coming on Wednesdays as it fits the school schedule at this point. School is over! Time to start planning for next year.
- I have contacted Stacey to make sure our conversations are followed through on.

### **Friends News and Updates-**

- Mini book sales coming up
- Florence Bank Community Award!

### **Director Continuing Education and activities**

- Social Justice Committee- monthly meeting.
- Consulting and Planning workshops with MLS meets monthly.

### **Strategic Planning for 2021-**

The Strategic planning group met with Kristi Chadwick from Massachusetts Library System on Saturday, June 12. The goal of this meeting was to complete a **StrengthsOpportunitiesAspirationsResults** exercise. This was the first of three meetings that will get us through the process of developing our Strategic Plan. Next in the plan is the development and distribution of a community survey. Kristi will be providing us with notes from the meeting.

### **Coronavirus and Reopening**

All staff are vaccinated. All town buildings are open as of June 15, 2021. We open to the public for browsing on Tuesday, June 22.