

MINUTES
Board of Trustees of the Williamsburg Libraries
Tuesday, 19 January 2021, 7:00 pm (via Zoom)

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

1. Joan called the meeting to order at 7:07 pm.
2. Minutes:
 - a. Pat was designated recorder.
 - b. The minutes of the 15 December 2020 meeting were approved as amended.
(Ken move, Pat second, vote unanimous)
 - c. The minutes of the 6 January 2021 meeting were approved as amended.
(Charlotte move, Ken second, vote unanimous)
3. Director's report (appended)
 - a. Community connections: see Director's report.
 - b. Staff updates: see Director's report.
 - c. Programming: see Director's report.
 - d. Technology updates: see Director's report. The new website is still in progress. Bev submitted the basics to the staff at PiperWebs, who will migrate information from the current site to the new design but are still working on the color palette. Bev will set a deadline for completion of this work.
 - e. Maintenance and repair updates: see Director's report. The wood frame of the window to the right of the elevator is rotting and will need repair; Bev will contact Charlene about this. The approximately \$400 charge for Dave Foster's work on the light bulbs will be paid from our maintenance budget, leaving only \$500 left for the rest of the fiscal year.
 - f. School program updates: see Director's report. Note that Joan and Pat will also be part of in the school library subcommittee.
 - g. Friends news and updates (Becky): see Director's report. The Friends are working on cleaning up their membership lists and refining their communication and recruitment strategies. It's been a quiet year because of Covid. Maureen O'Brien is stepping back from the liaison role because of other commitments; other members will rotate attendance at board meetings.

- h. Director continuing education and activities: see Director's report.
- i. Coronavirus and reopening updates: see Director's report.

4. Financial reports:

- a. Annual fund status: \$11,461 has been received to date toward our goal of \$18,500.
- b. The board reviewed the current budget reports. Reports approved as received (Pat move, Charlotte second, vote unanimous).
- c. The board reviewed the updates to budget report labels and annotations suggested by Fred and Ken. Fred explained the suggested changes to date and talked about the difficulty of working on this without being with John Palmer in front of the computer. He and Ken will hold off on suggesting changes to the more complex reports until this is possible. Ken is developing a one-page sheet that will combine all the reports John generates and plans to get John's feedback before taking it any further.

5. Old business:

- a. Annual campaign: The board discussed initiating a challenge grant near the end of the fiscal year, putting up the fund progress sign in March, posting a notice on the town entrance signs, and/or sending reminder postcards in March and May. We also discussed sending a welcome letter to new homeowners in February, and if so, whether the board or Bev should be the signatory on the letter.
- b. Long range strategic plan: Bev discussed the three different plan models put forward by the MBLC; she will send the relevant page link for everyone to review. She doesn't envision doing any community meetings in the next few months because of Covid restrictions, but is taking a training course on community conversations and feels confident we can find a way to do it. She suggested forming a subcommittee consisting of herself plus two trustees to work on whether we should do a 3-year or 5-year plan and which model we should follow.
- c. Meekins Library Corporation tax status: No updates.
- d. Staff pay equity project: Joan has done some more research and will share her info with Rob and Bev. Rob emailed Liz Babbitt at MBLC asking for 2019 salary data from comparable towns, which Liz agreed to pull together and send to him. We discussed job positions, skill sets, and the need to make sure staff job descriptions are up to date.
- e. Racial justice statement: Joan and Bev have been collecting and reviewing sample statements from other libraries; Charlotte will join them in this effort.
- f. Board representative for next Friends meeting: Joan will attend the February 8 meeting.

6. New business:

- a. FY 2021-2022 budget: Our departmental budget request is due by February 16, but since we are meeting that night Joan will ask for an extension to the 17th. Before the 16th, Bev will confirm the numbers on the form we received with Charlene, send out the draft budget request to the board, and ask John Palmer about his typical weekly workload.
- b. The board briefly discussed the creation of a Meekins-specific handbook for new trustees. Charlotte is leading this effort at the moment, collecting ideas and topics.
- c. Director's evaluation: Bev would like her evaluation to happen as planned. Pat sent the existing form and summary results to Joan and Charlotte. The final set of evaluation questions will be sent to all trustees, then Joan and Charlotte will compile the results and share them with Bev.

7. Review of action items from last meeting: deferred.

8. Next meeting date: Tuesday, February 16, 2021.

9. The meeting was adjourned at 9:14 pm. (Rob move, Charlotte second, unanimous)

Documents used:

Agenda

Minutes of December 15, 2020 meeting

Minutes of January 6, 2021 meeting

Financial reports from Library Bookkeeper

Sample financial reports relabeled for clarity

List of action items

Meekins Library Director's Report

Bev Bullock
January 2021

Community Connections

- A town newsletter is planned for February. The deadline is January 28. Trustees and Friends are welcome to submit articles.
- The Hamptons Reopening Group Update: In March we will be kicking off a One Book, One Community Read series with Pocumtuck Valley Memorial. The book will be Station Eleven. Events are in the planning stages.

Staff Updates

- Laurie Scanlon will be going to Costa Rica in January for two months. The same substitute from last year, Karen Predruczny, will be sharing the hours with her daughter, Carley.

Programming

- The Holiday Read- Zoom style- had 19 participants.
- Naomi continues to offer zoom based programs and take away craft kits.

Technology Updates

- The Town Technology Committee meets Monday, Jan. 11 at 6pm. Note: cancelled to be rescheduled Bobbin Young and Bev will represent Meekins.

Maintenance and Repair- Building Update

- The \$8900 ERV ventilation project funded by the Cares Act was completed on time.
- We had several lights out and Charlene sent Dave Foster, electrician, to change bulbs, replace ballasts and put an LED bulb in the rotunda fixture

School updates

- Matt Willhelm has signed the MOA and the warrant submitted and paid for the first school library payment, \$11,600.00. The second payment should be invoiced soon.
- Individual letters and curriculum suggestions were sent to each classroom teacher on January 4. Stacey Jenkins, the ATD principal was copied on each letter. Stacey

responded to Naomi and they will be meeting virtually. One teacher has responded to the letter sent and will be scheduling classes for two separate cohorts.

- A sub- committee consisting of school faculty, the school principal, members of the school committee and library staff has been set up to discuss school library issues. Meekins will be sending three staff members: Bev, Rochelle and Naomi.

Friends News and Updates-

- The Friends are sponsoring a virtual Valentine making session on Saturday, February 13.

Director Continuing Education and activities

- Town of Williamsburg Annual Report 2020 due February 15, 2021
- Libraries Transforming Communities: Leading the Conversation Learning modules (6) with bi-weekly coaching calls on zoom with class. The class is required for the grant listed below.
- Grant possibility <http://www.ala.org/tools/librariestransform/libraries-transforming-communities/small-mid-rural-public> - March 3, 2021 deadline
- Letter of Intent for LSTA grant. Jan. 13 I attended an MBLC webinar on CIPA (Child Internet Protection Act) Basically, CIPA requires the use of filtering software on library computers to prevent viewing of obscene or harmful internet content. It was discouraging to learn that LSTA funds can only be used to purchase computers, tablets, WiFi hotspots if the library or library system, in our case CW MARS, is CIPA compliant. To gain CIPA compliance would require too much money for individual libraries and CW Mars will not be going for CIPA compliance

Long Range Planning for 2021-

The Action Plan FY22 has been submitted to MBLC and was approved as written. Looking forward to determining next steps with the Trustees.

Coronavirus and Reopening updates- no updates. The BOS ask for updates from town departments prior to their meetings so that they know what is going on in town.