

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, October 21, 2019, 7:00 pm

Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Present: Cynthia Barker, Pat Billingsley, Ken Borden, Beverly Bullock, Joan Coryat, Charlotte Meryman, Rob Stinson (recorder). Guest: Maureen O'Brien.

1. Call to order: Joan called the meeting to order at 7:03 p.m.
2. Minutes
 - a. Rob was designated as recorder.
 - b. Draft minutes of the September 23, 2019 meeting were reviewed and amendments proposed. Cynthia moved to approve the minutes as amended, Charlotte seconded; unanimously approved.
3. Director's report
 - a. Community connections: Bev submitted two letters of support for grants from the Williamsburg Cultural Council. One is for a pastel workshop to be done with the Senior Center and another is for a maker- space program featuring a 3D printer. Bev will be meeting in near future with Senior Center Director Jenn Hoffman to discuss future programming.

Town Administrator Charlene Nardi asked if the Trustees and Friends together would host a presentation by the Public Safety Complex (OPM Steering) Committee. Bev explained to Charlene that because of the normally full Trustee meeting agendas, a Saturday presentation, with the Friends and public invited, would be a more practical option for the Committee's outreach efforts. Charlene will propose a date for consideration. The format of session is yet to be decided.
 - b. Staff updates: Bev completed an incident report concerning a glue gun mishap in which a staff member suffered a burn; she did not require treatment at the E.R.
 - c. Programming: Per the custom, the library will be a stop for the Halloween Parade and will offer refreshments. In addition, story-teller Tom McCabe may participate. The John Milton Black room will host a Day of the Dead exhibit.

In November there will be a showing of two locally produced films: *Around the Town* and *Day at the Dump*.

The Holiday Meekins Market will start on November 16th and run through Dec 15th. In addition there will be a coats/hats/mittens donation and exchange program and food donations will be accepted. Daria will orchestrate.
 - d. Technology updates: Bev has completed some training with PiperWebs to learn how to better update the library's website. PiperWebs proposed an update and upgrade of the library's website to allow easier changes to content and a smoother user interface. The cost is approximately \$1400 for design work and content transfer.

Bev will take this under consideration and will review possible formats. The library currently pays approximately \$600/yr for hosting the site and basic support.

Pat, Cynthia and Bev met with Charlene to discuss the recurring budget shortfalls for technology maintenance and purchases. Charlene felt that the town-wide technology budget (approximately \$5,000 for hardware and \$25,000 for support) is insufficient. The Select Board has since expressed its support for an increase in the future technology budget for all departments, excluding the separately treated police dept. Bobbin has prepared a library technology inventory and an updated schedule for hardware replacement. The Board discussed the effectiveness of software maintenance efforts by Paragus.

- e. School program updates: The school contract was updated and has been fully executed. The 6th grade class visits will be arranged ad hoc, pending establishment of a regular schedule.

- f. Friends news and updates: In recognition of Friends of Libraries Week, Bev created a thank you poster for the Friends and drafted a proclamation on behalf of the Board thanking the Friends.

Maureen reported approximately \$2600 was raised during the Friends Columbus Day weekend book sale.

The Friends fund raising letter is to be mailed soon.

The Friends will help with moving the Meekins outdoor furniture into the basement.

The Friends will be hosting a movie night and are planning to show *Frozen*.

Maureen reviewed the current policy for accepting books and will circulate it to the Board. She indicated that the process for accepting books and related library signage will be discussed by the Friends.

- g. Other library news: John Hoogstraten and Bev inspected the basement shelving and storage areas. John volunteered to dismantle and rebuild the shelving. Bev will continue to winnow materials stored in the basement.

Bev filed a police report concerning damage done to the library grounds, a solar light and a highway sign caused by an unknown eastbound vehicle. The cost of repairs and replacement would be well below the insurance deductible and so no claim will be filed. Nick Dines will be consulted about replacing the damaged vegetation and light.

Lisa Wenner offered to clean the named bricks in patio. Nick Dines will be asked about the best method to use.

4. Financial reports:

- a. Annual fund status: No new contributions to report.
- b. Current budget status: Cynthia distributed the standard financial reports. The budget is on track.

5. Old business:

- a. Maintenance and repair updates: John Hoogstraten replaced burned out bulbs in some of the light fixtures. He suggested that over time as bulbs need to be replaced, fixtures should be upgraded, perhaps after consultation with the Energy Committee.

Bev talked to John Hoogstraten about icing on the North St. entrance stairs. Keeping the stairs clear of ice demands a substantial amount of staff time. One option is to close the front entrance or put up a temporary barrier at the bottom of the stairs during icy conditions. Bev will ask Nick Dines for possible solutions.

- b. Review draft 2020-21 annual campaign letter: Charlotte will circulate a draft for review.
- c. Route 9 traffic calming measures: Bev hasn't witnessed any vehicular threats to safety. Bev will talk to Jenn Hoffman about a volunteer for library session crossings. Bev will also speak with Jon Gould and the school principal about options for increased safety.
- d. Trustee representation at next Friends meeting: Pat will attend the November 12th Friends meeting.

6. New business:

- a. First Amendment 'audits' in MA libraries: After a review of other library policies, Bev will consider drafting a library policy on filming in the library.
- b. Other: The town newsletter coming out soon and Bev will ask Charlene if time will allow a library submittal. The Long Range Plan will be on upcoming agendas. Bev's preferred staffing plan will be addressed at the November meeting.

7. Next meeting date: Monday, November 18th.

8. Pat moved to adjourn the meeting at 9:15. Cynthia seconded; approved unanimously.

P.A. Billingsley