

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

Monday, November 16, 2020 7pm

Virtual meeting via Zoom

Present: Pat Billingsley, Ken Borden, Bev Bullock, Joan Coryat, Fred Goodhue (recorder), Charlotte Meryman, Rob Stinson. Guest: Maureen O'Brien.

Handouts (appended): Director's Report, FY21 Financial Reports

1. **Call to Order** Joan called the meeting to order at 7:04 pm.

2a. **Designate Recorder** Fred designated as recorder.

### **2b Review Draft Minutes**

Minutes of the September 21st meeting were reviewed and approved with amendments:

Fred moved to approve as amended, Charlotte seconded. Unanimous

Minutes of the October 19<sup>th</sup> meeting were reviewed and approved as amended:

Fred moved to approve as amended, Charlotte seconded Voted, Pat abstained

Discussion initiated by Fred for Board to consider paying a stipend to a non Board member for recording and providing minutes for Trustee meetings.

- Fred suggests it would allow all Board members to better focus on the meeting, and that it could ensure consistent minutes' formatting.
- Concerns raised about funding, whether or not other Boards do it, who would be an appropriate person for task.
- It was suggested that someone in the "In Lieu of Taxes" program might be a resource.
- It was the sense of the Board to investigate idea.
- Bev to ask John about possible funding source.
- Joan to ask Charlene about idea.

### **3. Director's report (appended)**

- Rob asks if Library is open yet? Bev notes not enough staff to meet Covid requirements.

-Regarding sewer gas odor noted under 3i. Maintenance and Repair Fred suggests it could be a faulty trap in floor drain. Bev will contact a plumber.

- 3g. Regarding school updates, discussion revolved around possibility of school budget funding issues, possibility of school going fully remote, impact on Library budget even while Library is providing

some services to school children. School Committee to meet and discuss agreement on 11/18/20. Bev, Joan and Charlotte to remotely attend.

Regarding **Director Continuing Education and activities**, Bev is applying for a \$3000 grant (there is both a December and January application cycle) from Mass Board of Library Commissioners to fund programs enhancing community engagement, possible focus on senior services during Covid.

3h. **Friends** – Maureen reported that a Holiday themed raffle basket is in preparation.

- Reported on weather damage to tent set up outside for staff space.
- Noted Friends are discussing who is a member of Friends versus a member of the Board, and in general, how to engage more members.
- Noted that a donor's check went to the Friends instead of the Annual Fund. Anne Bussler gave Joan a Friend's check for the amount.
- Friends looking to apply for a Cultural Council grant. Bev observed that Library may not be eligible, but Friends could be.
- Bev raised issue of Cummington estate contribution to Library. The \$6000 figure may not be the Library portion. All of the estate's books will go to the Jones Library.

#### **4. Financial Reports (appended)**

- Ken compared November 2019 to November 2020 and noted we are very much in line with where we were last year.
- Ken also noted the miscellaneous account on the Profit and Loss statement shows \$1400 difference from last year.
- Discussion around what accounts can carry over from previous year.
- Joan noted local donations are over estimated.
- Rob asks about date of meeting with John Palmer. Joan asks members to respond re: date for separate meeting.
- Board will consider noting approval of financial reports at future meetings.

#### **5. Old Business**

5a. Annual Fund.

- Charlotte noted she has not revised the draft letter and asked for input on tone and focus of the letter.
- Rob asked when do we see it, Charlotte said next couple of days.
- Joan noted lots of lapsed donors. Charlotte wants to look at donor history.
- Idea floated of a matching challenge. Joan questioned how to do that. Charlotte willing to put together a matching campaign proposal. It was suggested it may not be the time to pursue this, and that it could be addressed over the winter.

Pat advised Charlotte to put her points into the draft Annual letter and circulate it to Board for comments. Maureen to be included.

**5b. Long Range Plan**

- Bev said Plan is due 12/1/2020, and she wants Trustee input.
- Top of the list for Bev is making services known to the broader community.
- Bev is using goals from previous plan, then work from there.
- Bev said she has all the notes, but has not put it on paper.
- Rob said he would like to review document before it is sent.
- Bev will circulate before Thanksgiving, and welcomes feedback.

**5c. Meekins Library Corporation tax status**

- Ken reported that all tax forms for 2017, 2018 and 2019 have been mailed.
- Forms are done for 2020, but wants IRS feedback on three previous before filing new one.
- Joan said we will wait for IRS response before filing 2020 forms, noting the Board will not be doing this alone going forward.
- Rob asked about tax exempt status, Ken responded he wanted to defer the issue.
- Pat asked does it matter whether or not Corporation has tax exempt status, doesn't make sense to worry about it.
- Joan detailed who she has talked to about tax forms, including Charlene Nardi, Dick Kisloski, and Collin Black. Trust Fund Commission has told her they have no expertise in that area.

**5d. Donor Search**

- Members recounted contents of October 2020 minutes on the issue for Pat's benefit.
- It was the consensus of the Board that it may be something to get involved with next year.

5f. Pat will represent Board at 12/14 Friends meeting.

**6. New Business**

- a. Racial Justice Statement. Joan asked if anyone driving that group? Bev said she can pay more attention to that issue after 12/1/2020.
7. **Next meeting date** will be Monday, December 21, 2020 at 7 pm via Zoom.
8. Pat moved, Rob seconded to **adjourn**. Unanimous. Meeting adjourned at 9:24 pm

**Documents Used:**

Agenda

Minutes of September 21, 2020 meeting

Directors Report

Financial Reports from Library Bookkeeper

# **Director's Report**

Bev Bullock

November 16, 2020

## **Community Connections**

- The Hamptons Reopening Group meet bi-weekly to discuss reopening strategies, air filtration, PPE supplies and other collaborative efforts. In January we will be kicking off a One Book, One Community Read series with Pecumtuck Valley Memorial. The book will be Station Eleven.
- We are collecting warm clothing and distributing them at the library and the Grange.

## **Staff Updates**

### **Programming**

- The Halloween Drive thru was a huge success. We gave away over 200 bags of candy and had fabulous decorations thanks to the generosity of the Friends. Bev, Rochelle, Daria and Anne Gelbard dressed as characters from a Christmas Carol
- We will be holding the Annual Holiday Read on Sunday, December 13. Sadly, no Meekins Market.

## **Technology Updates**

- The Town replaced our only desktop computer that was too old to update to Windows 10 in the Riverside Room.
- Progress is being made in the development of the new website. We have submitted changes and suggestions.
- I signed up for a three month trial through CW Mars for a chat reference, LibraryH3lp. I am working with Piper Webs to get it on the webpage and with other Directors on how to make it successful.

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

- Jamrog came and turned on the furnace. They looked at all our systems and will be coming up with some ideas about increasing ventilation in the library. We do have a ventilation system in the new lower level but hasn't functioned properly for years. They will be setting it up with a timer, so we will have recirculating air.
- The main mini split near the circ desk has developed a loud noise. Charlene was contacted and Jamrog has it on their schedule.
- **There** has been a sewer gas odor in the restrooms. Rochelle remembered that Jim Locke suggested hot water be poured down the floor drains. I notified Charlene about this and she sent Dan Bannister over. He said we should keep pouring water down the drains as this odor can be caused by lack of use of the facilities.

- I have ordered air purifiers for the building. They came as a bundle so we can have a big one by the circ desk and smaller ones in work areas.
- The new table and chairs for the Riverside Room have arrived. The shelves should come in December. I will be looking to put together a volunteer crew to assemble the shelves.

### **School updates**

Things are on hold now as no MOA has been signed. We are providing books to teachers who request them and storytimes.

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

Tent- We had the tent up for 3 weeks. Last week when it snowed, the snow melted in the folds of the tent and froze overnight. We removed the ice but it weakened the tent. During this week's high winds two of the corner cross bars broke. The Friends are investigating replacement parts.

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

- Grant possibility <http://www.ala.org/tools/librariestransform/libraries-transforming-communities/small-mid-rural-public> - \$3000 will be awarded for addressing community engagement and communication.
- I am enrolled in the 6-module class conducted by the Libraries Transforming Communities division of the American Library Association, that is required for participation in the grant funding. The modules are self-paced, and we have bi-monthly coaching calls with the facilitation specialists. It is my hope that one of the Long-Range Plan goals will highlight community conversations.

### **Long Range Planning for 2021- We must submit an Action plan by December 1.**

I expect to send a draft to the trustees by mid week, November 11

### **Coronavirus and Reopening updates**

We are holding steady at this point.