

Minutes
Board of Trustees of the Williamsburg Libraries
Tuesday, February 16, 2021, 7:00 pm
By Zoom teleconferencing

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

Guests: Susan Farrell (Friends representative)

1. Joan called the meeting to order at 7:05 p.m.
2. Minutes:
 - a. Rob was the designated recorder.
 - b. The minutes of the January 19, 2021 meeting were approved as submitted.
3. Director's report:
 - a. Covid-19 restrictions: see Director's Report.
 - b. Community connections: see Director's Report.
 - c. Senior services: see Director's Report.
 - d. Staff updates: see Director's Report. It was concluded that the Conflict-of-Interest training requirement, soon to be completed by staff, was previously met by all members of the Board. Staff is supporting and complying with Covid protocols.
 - e. Library programming: see Director's Report.
 - f. Technology updates: see Director's Report. Bev has set a target date of March 1 for the new website. Photos of Trustees will be included.
 - g. School program updates: see Director's Report. Bev has sent the school invoice to the regional office for processing.
 - h. Friends news and updates: see Director's Report. Susan Farrell noted the Friends support for improvements to the Riverside Room. The financial award from Florence Bank will be announced in the Spring.
 - i. Maintenance and repair updates: see Director's Report.
 - j. Other library news: The town's newsletter will be available electronically only.
4. Financial reports:
 - a. Annual fund status (goal \$18,500): As of February 3, \$12,500 has been received.
 - b. Review updates to financial reports labels/annotations: Deferred.
 - c. Review current budget reports: Budget reports were not yet available. Bev indicated that a request for a reserve fund transfer will be necessitated at the end of February because of maintenance cost overages. An additional transfer may be needed before the end of the fiscal year.
5. Old business:
 - a. 2021-2022 budget: Updated budget requests for FY 2022 were reviewed. Three state-mandated annual increments in the minimum wage for hourly staff will be reflected in the labor line. Because of the history of maintenance cost overages, the Board

discussed increasing the FY22 maintenance request to \$10,000. Pat moved to increase maintenance budget request to \$10,000. Fred seconded the motion. Passed unanimously. Charlotte moved to approve the remaining proposed budget items. Joan seconded the motion. Passed unanimously.

- b. Annual campaign: The town newsletter will contain a reminder. Charlotte will draft language for a post cards to be mailed in March. A possible donation matching program was discussed.
- c. Long-range strategic plan update: Bev plans to attend an MBLC strategic planning webinar and a workshop in May. Bev intends to apply for a \$3,000 grant to be used for soliciting community input to the next long-range plan. The Board discussed possible roles for a consultant in assisting a Board sub-committee comprised of Joan, Bev, Ken and Charlotte.
- d. Meekins Library Corporation tax status: No update.
- e. Staff pay equity project: Joan and Bev will develop updated job descriptions.
- f. Racial justice statement: The statement will address broader social justice concerns. The Board reviewed a draft and suggested some changes. Charlotte will circulate a revised draft.
- g. Director Evaluation: Joan distributed the evaluation form and requested responses by March 2.
- h. Designate board representative for next Friends meeting: Joan will attend.

6. New business:

- a. Library Reopening Plans: Vulnerability of staff adds to the difficulty in devising a reopening scheme. The MBLC provides a checklist of measures that will be helpful in reopening. Bev will continue to monitor a host of factors affecting the timing and degree of reopening, including evaluation of the library's ventilation system and the progress of phased vaccinations. As yet staff has not been vaccinated. Bev will consider drafting a reopening plan summary.
- b. Other: Rob asked the Board to consider holding meetings in the afternoon, possibly at 3 p.m. Joan will ask the Friends if such a time change would be problematic for them.

7. Review action items from last meeting: Joan will follow-up with an updated list.

8. Next meeting date: Monday, March 15

9. The meeting was adjourned at 9:03 p.m. (Fred moved, Rob seconded, passed unanimously)

Documents used:

Agenda

Minutes of January 19, 2021 meeting

Director's Report

Budget Request Form

Meekins Library Director's Report

Bev Bullock

February 16, 2021

Community Connections

- 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*. The author, Emily St. John Mandell, will hold a Zoom event on April 27 with space for 500 participants. All Hamptons has secured a Zoom workshop with Rosie McMahan about trauma informed communities. Meekins will hold a book discussion in early April.
- Covid next steps- looking at staffing, building use and potential risk with the new strain

Staff Updates

- All staff will have completed the state required Conflict of Interest training by mid-February
- Staff meeting- Friday February 5. Discussion about staff safety in the circulation area lead to some renewed diligence regarding handwashing, sanitizing, keeping to one space behind the desk. Double masking or higher-grade masks were suggested to stem the spread of the new higher contagion virus variants.

Programming

- Ongoing- Storytimes on Facebook, recorded in our YouTube channel. Poetry Circle meets on our Zoom the first Thursday of the month. Burgy Bookshare meets 1x a month.
- Naomi continues to offer zoom based programs and take away craft kits.
- Banish the Winter Blues Zoom Community Read, Sunday, Feb. 21, 3 pm. Reading Sherlock Holmes, *A Scandal in Bohemia*
- We are working with Phyllis Labanowski to set up a book discussion/workshop using the book, *Mindful of Race* by Ruth King. It is an 8 week, two hours a week meeting. She will accept 11 participants. We will be ordering the books and the Friends will sponsor.
- Roland Merullo will do a book discussion his latest book *From These Broken Streets*. DTBA
- Barry Dietz, a local actor, will do a program in March about Irish writers for St Patty's? "The literature of Ireland is fascinating and it's a great program to look at how literature in a time of trauma (!!!) helps us understand what a nation is going through by looking at the stories it tells"

Technology Updates

- The Town Technology Committee met Monday, February 8 at 6pm. Bobbin Young and Bev attended. The committee was interested in our experience of Paragus IT, which maintains our public computers.

Maintenance and Repair- Building Update

- Charlene was contacted about an issue near the window next to the elevator. Dan Hathaway came to evaluate. The problem stems from the run-off from the roof and a construction issue joining the new and old buildings and roof. Dan asked for any original plans and work that had been done on the roofs. Daria and Rochelle combed through our materials and supplied some helpful information to him. It seems the leak we identified last winter in the Riverside Room is related. The roofing contractor, who looked at it last year, will come back when the snow melts.

School updates

Naomi has worked with Stacey to develop a plan for providing library classes. A parent orientation took place this week. Bobbin and Naomi set up a new online card application that parents can fill out for a school card and home cards.

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. <http://www.ala.org/tools/librariestransform/libraries-transforming-communities/small-mid-rural-public> - March 3, 2021 deadline.

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.