

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, 22 April 2019, 7:00 pm

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

Present: Cynthia Barker, Pat Billingsley, Joan Coryat, Katie Krol, Charlotte Meryman, Ed O'Neil, Rob Stinson (recorder)

1. The meeting was called to order by Joan at 7:07 p.m.
2. Minutes
 - a. Rob was designated as recorder.
 - b. Draft minutes of the March 18 meeting were reviewed and one amendment was suggested. Pat moved to accept as amended and Cynthia seconded, unanimously approved.
 - c. Draft minutes of the April 16 meeting were reviewed. Cynthia moved to accept as submitted and Joan seconded, unanimously approved.
3. Director's Report
 - a. School program updates: no updates
 - b. Friends news and updates: Funds from the Friends supported the purchase of all items needed for the summer reading program as well as a new bookcase for the young adult section. The purchase and installation of a storage shed is still under consideration. Charlotte suggested looking into whether Lashway Lumber may provide some options and possibly a discount. Katie will speak with Charlene regarding any town concerns or restrictions on installing a shed.
 - c. Staff updates: Some staff health issues and absences have continued to present operational challenges. The Board discussed a number of possible future skill training options for staff to help broaden competencies in key processes such as cataloguing new purchased materials.
 - d. Technology updates: CWMARS installed a new 24-port Meraki switch and now all staff computers are networked and able to print. The town paid for 50% of the cost of the new switch. CWMARS is now responsible for 6 staff and circulation computers. The town contract with Paragus is still in place for maintenance of the public computers and public access catalogue units.
 - e. Other library news: Katie distributed a library services info graphic created by the Kmit librarian, Naomi Schmidt. Katie may include it on the library website.
4. Financial reports (Katie)
 - a. Annual fund status: There were no new Annual Fund donations in April. Despite being behind last year's number of donors, the 2019 Annual Fund has exceeded its goal, thanks to one large early donation.

- b. Current budget status: Katie indicated that once again the library will have to ask for reserve transfer for maintenance. This has been expected. The budget is otherwise on target.
5. Old business
 - a. Annual Fund Reminder Postcard: Charlotte distributed a draft of the card which the Board reviewed and approved for mailing in early May. Charlotte will coordinate printing and mailing.
 - b. Maintenance and repair updates: Rob reported that John Hoogstraten will soon be installing a new front entrance motion light at the Haydenville library. He will also install a deadbolt on the rear entrance door for added security. Rob will follow up with him about retrieving temperature and humidity data from the sensor unit that was installed in the Meekins attic to monitor cold weather conditions.
 - c. New Library Director Search: The Board agreed to include the ninth applicant in the telephone interview phase of the search, reserving the Sunday (4/28) afternoon slot for that interview. The Board discussed the possibility of selecting the 3 finalists on 4/28 after the final phone interview. If more time is needed for deliberation to determine the finalists, a meeting on Monday 4/30 may be required. Charlotte suggested that a fourth finalist be selected as an alternate in case one of the finalists withdraws from consideration. The Board considered how and when to best involve library staff in the finalist interview phase. Also, the Board concurred that the Friends will be expressly invited to the public interview meetings. The Board will begin telephone interviews on Tuesday, 4/23.
6. New business
 - a. COA request for fundraiser with alcohol: Katie received a request from Jennifer Hoffman, COA Director, to use the Meekins Library to host a June fundraising event that will include alcoholic beverages. The pertinent library policies were consulted and discussed. Charlotte moved to authorize the COA to hold the event in the Hawkes~Hayden Community Room and adjoining patio area, provided that the COA obtain all licenses and approvals from the Board of Selectmen. Pat seconded and the motion passed unanimously.
 - b. Other: Cynthia is working on 2018 financial reporting forms to be submitted to the IRS for the Meekins Corporation.
7. Next meeting date: April 23, 2019. Haydenville Library
8. The meeting adjourned at 9:06 pm.