

Board of Trustees of the Williamsburg Libraries
Meekins Library Hawks-Hayden Room
May 20, 2019

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

Absent: Joan Coryat

Guests: Maureen O'Brien, Gary Krol

1. The meeting was called to order by Pat at 7:11 P.M.
2. Minutes
 - a. Ed was designated Recorder.
 - b. Minutes of the April 22, May 14, and May 16 meetings were approved as amended.
3. Director's report
 - a. School program updates:
 - i. Katie noted that there will likely be only two more weeks of class visits.
 - ii. Kmit librarian Naomi Schmidt attended the school's Science Night and distributed handouts about library programs.
 - b. Friends news and updates:
 - i. Maureen O'Brien expressed her intention to regularly attend board meetings as the Friends' liaison to the board, a plan welcomed by the board.
 - ii. Pat asked Maureen to ask the Friends if they would also like a board member to attend each of their meetings.
 - iii. Maureen reported that the Friends are working with Nick Dines on the possible purchase of a new shed to store the metal patio furniture over the winter.
 - c. Staff updates: No news to report.
 - d. Technology updates: Katie reported that she worked with CW/MARS to purchase and download 11 licenses for Microsoft Office 2019. CW/MARS will install the software on the six staff computers, and Paragus (the town's IT provider) will install it on the five public computers.
 - e. Other library news: A recent reading by author Christian McEwen was well attended.
4. Financial reports
 - a. Annual fund status: We have received \$21,740 in contributions as of May 2019, passing our original goal of \$18,500, thanks in no small part to a single large donation received at the start of the fund drive. It was noted that apart from that early donation, fund totals and donor numbers remain significantly below those of previous years, which is concerning.
 - b. Current budget status: We are currently on budget in all categories except maintenance. Katie presented the sheet summarizing the maintenance overrun that she plans to submit to

the Finance Committee. The board reviewed the document and suggested a few changes to clarify the original unexpected expenses that triggered the problem.

- c. Katie reported that the library has now met its Municipal Appropriation Requirement (MAR) for the year, an MBLC rule that 19.5% of the budget, as approved by Town Meeting, be spent on the acquisition of new materials.
- d. Katie anticipates that there will be enough money remaining in the labor budget to cover at least some of the incoming director's anticipated hours in June.

5. Old business

- a. Annual fund reminder postcards: Charlotte had 104 postcards printed at Collective Copies, which she also addressed and mailed on May 7th to past donors who have not yet responded to our initial fundraising appeal. Thank you, Charlotte!
- b. Maintenance and repair updates:
 - i. Katie reported an on-going problem with the front door lock at Meekins. She will follow up with Florence Locksmith.
 - ii. Rob reported that the rope on the Haydenville flagpole broke and the flag came down. He will ask the American Legion if they can recommend someone to fix it.
 - iii. The board discussed possible ways to address the mold and/or mildew problem in the Haydenville library, including disposition of the books currently housed there. Rob will follow up with John Hoogstraten.
 - iv. The board discussed the deteriorating paint on the Haydenville exterior. Katie will try to determine when the building was last painted and by whom.
 - v. At Pat's request, Rob will bring the original list of needed Haydenville repairs to our next meeting. He also will talk with Nick Dines about completion of a fence along the river, for which the posts have already been installed.
- c. New Library Director search:
 - i. Beverly Bullock has accepted our job offer, so the job search is now completed.
 - ii. Pat is working with Charlene to ensure that Beverly receives all required pre-employment paperwork. We anticipate that she will begin work on June 20th or shortly thereafter.
 - iii. It was noted that Beverly will be involved in development of our next five-year plan, which is due to the MBLC in October 2021.
- d. COA fundraiser request: Katie reported that the COA has postponed their planned event until the fall. She provided them with a copy of our community room policy and believes they may have decided not to serve alcohol.
- e. Cynthia is preparing the Meekins Corporation tax filing, which is not due until the end of the federal fiscal year on September 30, 2019.

6. New Business

- a. Five-year plan: Rob reported on his conversation with Robert Favini at the MBLC. He learned that our next five-year plan is due in October 2021, that the planning process is typically guided by the director, and that each new plan is typically built on the previous

plan. Rob noted that MBLC provides many helpful resources on their website. At Pat's request, Katie will post the current plan on the library website and email a copy to board members.

7. Next meeting: Monday, June 17, 2019, 7:00 P.M.
8. The meeting was adjourned at 9:05 P.M.

Respectfully submitted, Ed O'Neil

A handwritten signature in purple ink that reads "P. A. Billingsley". The signature is written in a cursive style with a large, stylized "P" and "B".