

DRAFT Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, June 15, 2020, 7:00 PM

Virtual Meeting via Zoom

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

1. The meeting was called to order by Joan at 7:04 PM.
2. Minutes
 - a. Ken was designated as recorder
 - b. Minutes of the May 18, 2020 meeting were review and accepted as amended (Rob moved, Ken seconded, approved unanimously).
3. Director's report - Given the thoroughness of Bev's monthly reports, we agreed to include these documents as addenda to the minutes rather than paraphrase each item. Issues discussed at the meeting will be listed below.
 - a. Community Connections
 - i. Curbside pickup has begun, with over a hundred pickups over four days.
 - ii. Patrons are effectively using both email and telephone to make requests for books. At present, the library is able to access holds from its own collection, but not from other C/WMars libraries.
 - iii. The library will deploy signs around town to inform patrons about curbside pickup services.
 - iv. Bev will publish a Constant Contact letter soon, which will make one last mention of the Annual Fund, will include summer sign-ups, and will remind patrons about curbside pickups.
 - b. Staff Updates - Staff has been pushed hard to keep up with the demands of curbside pickups as well as emptying the book drop and decontaminating incoming books and other materials.
 - c. Programming - Although programming has been postponed until further notice, it is anticipated that the next step after curbside pickup will be to open access to the main circulation desk only. A next step will be to allow computer use by pre-arranged appointments for one hour. Printer services are a possibility. The library is not yet ready for general browsing.
 - d. Technology updates - None at this time.

e. School updates - None at this time.

f. Friends news and updates

- i. Maureen participated in a Webinar about Book Sales that she found useful.
- ii. The Friends are organizing their Membership Drive in which letters, along with return slips and envelopes, will be sent out asking local residents to join or renew their membership. The letter will distinguish between the Friends' membership drive and the trustees' Annual Fund. The Friends intend to contact their members via email in July and launch a membership appeal in September.
- iii. Charlotte noted the smooth connection and communication between the Friends and the Board of Trustees.
- iv. Bev asked whether there is a Friends logo. It was noted that the Friends tote bag seems to have a logo imprint. She also sought Friends sponsorship for the Summer Reading Program.
- v. The Adirondack chairs, purchased by the Friends, are outside the Library, available to the public, but chained for security reasons.
- vi. The next Friends meeting will be July 13 via Zoom. Rob was designated to attend, with Charlotte as backup if he cannot make it.

g. Maintenance and Repair Updates - The warrant article for the updated Fire Control Panel will be included in the June Town Meeting agenda, but the warrant article for the walkway will be deferred until the September Special Town Meeting.

4. Financial reports

a. Annual Fund status

- i. The postcards sent out by Charlotte this past month have reignited donations after a couple of months of dormancy. Currently, we are about \$500 short of our goal, within reasonably certain reach.
- ii. John Palmer, our bookkeeper, has been alerted to this most recent mailing. He will keep a record of donations that are made afterward.

b. Current Budget Reports - The Board discussed the status of the library budget at year's end. Because of the shutdown, some programs were canceled and other expenses did not occur. Bev believes unspent funds will roll over into the next fiscal year.

5. Old Business

- a. Annual campaign email outreach - In lieu of the Board sending out a separate email at this time, Pat will write a few sentences that Bev will add at the end of her next Constant Contact message to the community.
- b. Potential Board Members - Fred Goodhue has agreed to join the Board. Rob formally nominated him for this position, Joan seconded, and the Board unanimously (and enthusiastically) voted agreement. His appointment must be okayed by the Selectboard and Library Board together; that meeting is scheduled for July 17.
- c. Long-range strategic plan update - Bev has begun drafting an updated list of objectives for the strategic plan. She will contact MBLC to find out more about expectations for an action plan and to learn more about how action items work with asking for grants. We do know that once they accept our strategic plan, the library is eligible to receive grants.
- d. FY21 town budget request update - There have been no further requests from the town for the library to cut back its budget.
- e. Annual town meeting warrant articles update - See 3.g.
- f. Review draft photographs & video policy - No update this month.
- g. Meekins Library Corporation Tax status - Working with copies of IRS Form 990-PF for FY16, the FY16 Town of Williamsburg Ledger Report for the Meekins Library Trust, spreadsheets for FY16-19 providing Meekins Corp. Tax Information, and a record of Town of Williamsburg Realized Gains & Losses from 1/16 to 12/19, Ken has endeavored to complete the missing tax forms for FY17-19. At the advice of Eileen Stewart, who filed the FY16 tax forms, he has attempted to justify the beginning and ending amounts in the Meekins Trust Fund for FY17-19. He has found, however, that with the numbers he has to work with, the figures simply do not add up the way they should. He is currently working with the Williamsburg Trust Fund Commission to correct the problem.
- h. Staff Pay equity project - No update this month.
- i. Designate board representative for next Friends meeting - See 3.f.vi.

- j. Miscellaneous - Carl Schlerman, who built the library desk, made beautiful oak-framed plexiglass shields to protect patrons and staff alike. Rob composed a thank you letter to Carl on behalf of the Board. Pat moved that we proceed with sending that letter, Charlotte seconded, and the Board voted unanimously to send Carl our thanks.
- 6. New Business - Charlotte raised the issue of how the library can be of help with the current turmoil nationwide. We all agreed that the library needs to stay in touch with current events. One suggestion was to compile a list of relevant books. Another was to adopt the catchphrase "Knowledge is Power."
- 7. Next meeting date - Monday, July 20