

Minutes for the Board of Trustees of the Williamsburg Libraries

Thursday, August 1, 2019, 7:00 pm
Haydenville Library, Haydenville, MA

Present: Cynthia Barker, Pat Billingsley, Bev Bullock, Joan Coryat, Charlotte Meryman (recorder). Absent: Rob Stinson, Ken Borden

1. The meeting was called to order by Joan at 7:00.
2. Minutes
 - a. Charlotte designated as recorder.
 - b. July 15 minutes reviewed and amendments suggested. Charlotte moved to accept as amended, Cynthia seconded, unanimously approved.
3. Director's report
 - a. School program updates: Bev reported that Dunphy School Principal Stacey Jenkins presented two schedule options for class visits for the coming school year. The staff unanimously chose to the option with one class on Tuesdays and the rest on Thursdays. Naomi will develop a library skills curriculum for each grade level. In addition, Bev, Naomi, and Rochelle will meet with the sixth-grade teacher to explore ways to serve that class, which did not visit the library regularly during the 2018-19 school year.
 - b. Staff updates: Bev reported that she held her first staff meeting today. Among the topics discussed were customer service, notably how staff interact with the public at the circulation desk and how the desk is organized, and book donations to the annual Friends Book Sale. Eileen Stewart notified Bev that the Friends would begin accepting donations today and that they will no longer accept adult books withdrawn from the library collection, apparently because they do not sell. The board discussed the need for a clear book donation policy from the Friends that can be prominently posted for those bringing in books, since there is often no Friends member present to receive them. Bev would also like to be sure all donated books are stored in a safe location that does not interfere with egress in the event of a fire.

Bev reported that Michelle is cutting back her working hours to every other Saturday to accommodate a new part-time job at Lilly Library in Florence. Amber has agreed to take the alternating Saturdays and is leaving her job at Lilly to do so. Daria, an essential volunteer for many years, plans to drop her Thursday hours and cut back to every other Saturday starting in September, in order to focus on the archives (her area of expertise). Staffing on Saturdays (the library's busiest day), continues to be a challenge, and Bev noted that she already has worked every Saturday since coming on board as director July 1. Bev said John Palmer is developing an Excel spreadsheet for her that will provide regular updates on salary spending so that any unspent balance (resulting from vacancies or unpaid days off) can be identified

quickly and used to temporarily fill vacant shifts. A longer-term solution to the staffing shortage is needed, however.

- c. Other library news: Bev has completed the Annual Report Information Survey (ARIS) required by the Mass. Board of Library Commissioners and will submit it tomorrow.

Bev reported that hot weather has been triggering the fire alarm sensor, which sends an alert to the company. This requires a response from library staff to avoid an emergency call going out. Apparently this has been happening for years and is due to the box being located in the vestibule, which lacks air conditioning. It was positioned there for easy access by the fire department. Bev will consult with the company on the alert procedure and possible solutions.

The computer in the riverside room kids area is not connecting to the Internet. Paragus, the town's IT provider, has determined the problem is in the hard wiring from the main switch to that port. Bev contacted the electrician recommended by Paragus, who estimated (sight unseen) that the work would cost \$370-\$570. Bev has passed this information on to Town Administrator Charlene Nardi and is waiting for a response. A simpler solution of installing a wifi card on that computer proved unworkable because the computer is too old to accept one (and in fact will need to be replaced soon).

Relatedly, the Friends have asked for clarification on which library expenses are the town's responsibility and which are things they might be asked to fund, especially with regard to technology. This issue needs to be clarified with Charlene, as well. Given that technology is an increasingly essential aspect of library operations, the board discussed the possibility of adding a new line item to the budget for technology. Pat noted that any such change would require Town Meeting approval, as well as funding. Bev will talk with Charlene Nardi about how technology is handled in other departmental budgets.

4. Financial reports

- a. Annual Fund status: The FY2021 Annual Fund has a balance of \$55.
- b. Current budget status: Bev reported that all is in order with this month's budget. Pat relayed the news from Rob that, following a period of monitoring, town Building Supervisor John Hoogstraten has judged conditions in the Meekins attic to be acceptable and determined that no further work related to the insulation is necessary at this time. There is still \$11,000 remaining in the appropriation for that project, which Town Meeting will be asked to repurpose for other library building work (John H. has a running list of needed repairs).

5. Old business

- a. The board reviewed the 2019-20 Trustees calendar. Bev will confirm that the

Meekins community room is available for all the planned meeting dates, and Pat will circulate the calendar once it is finalized.

6. New business
 - a. Pat reported that she, Joan, and Cynthia met with the select board this evening and that the Board voted unanimously to approve Ken Borden to fill the Trustees seat left vacant by the resignation last month of Ed O'Neil. Ken will serve as an appointed member until May 2020, when the final year of Ed's term will appear on the town election ballot.
7. Next meeting date: Monday, Sept. 23.
8. Pat moved to adjourn at 8:00, Charlotte seconded, unanimously approved.

P. A. Billingsley