

MINUTES
Board of Trustees of the Williamsburg Libraries
Monday, September 21, 2020, 7:00 pm (via Zoom)

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

Guests: Maureen O'Brien, Anne Bussler

1. Joan called the meeting to order at 7:04 pm.
2. Minutes: Pat was designated recorder. The minutes of the 17 August 2020 meeting were approved as amended. (Ken move, Joan second, unanimous)
3. Racial justice discussion (Anne Bussler):
 - a. The Friends of the Williamsburg Libraries would like to form a working group with representatives from the library and the Board to compose and issue a statement concerning racial injustice in this country. Joan and Charlotte volunteered to represent the Board.
 - b. Anne anticipates that the Friends will be providing funds to cover more books and performances to educate the community about racial injustice.
4. Addendums to Director's report (attached)
 - a. Staff updates:
 - Bev had talked with Charlene about Charlene's request to consider possible staff reductions or hour reductions. She reported that Charlene was not focused on reducing budgets, just exploring possibilities. After her discussion with Bev, Charlene understands that all staff members are fully utilized.
 - Charlene also asked if there are any reopening needs the town could help with.
 - b. School program updates:
 - The invoice has been sent to the local school committee, but not the new memorandum of agreement yet. Bev will correct the dates and send the MOA.
 - The staff are exploring the possibility of kids doing their own browsing online, requesting a book online, and coming to the library for their own curbside pickup.
 - Rochelle has been in touch with teachers, asking what they might need this year.
 - Naomi is working on adding a media literacy component to the curriculum.
 - c. Friends news and updates (Maureen O'Brien):
 - The Friends sent out their membership letter and have gotten 24 responses so far, raised \$1,440 to date. They also hope to recruit new members.
 - They are trying to update their address list, make sure they have correct PO box numbers where appropriate. Everyone liked the letter.
 - They will support the purchase of furniture needed for redesigned Riverside Room.

- New president Susan Waltner has been looking at the group's formation documents - mission, membership, structure, annual meeting- to see if they should be revisited.
 - There will be no book sale this year.
- d. Maintenance and repair updates:
- Jamrog has been very busy getting schools ready. They are coming tomorrow to look at the leak behind furnane boiler and air exchange condenser. Bev will ask them about filter for furnace.
 - Fred is worried about possible carbon monoxide issue related to leak. Bev will ask Jamrog about this, too. Bev will check on the location of the CO monitors. The furnace hasn't been turned on yet, but that may be coming soon.
- e. Director continuing education:
- ARIS question - who should sign the ARIS form for last year, Pat or Joan? Bev will let us know.
 - Budget plans - Ken would like to be involved if appropriate. Bev will ask John Palmer about this. May be able to zoom Ken in.
- f. Plans to reopen under Covid-19 restrictions:
- Preparing the building for the public: Bev intends to purchase an air filtration system. She is thinking of a freestanding system for the tech services area downstairs, also the circ desk upstairs. Since there is forced hot air in the old building, that may be addressed with a better filter. Charlotte recommended talking with the Vac Store in Hadley.
 - At Lilly they have added a UV system that treats their whole library. Bev will talk to Charlene about the possibility that the town would be willing to pay for this.
5. Financial reports:
- a. Annual fund status: \$50 received to date, goal \$18,500.
 - b. The board reviewed the current budget reports. Bev suggested inviting John Palmer to a future board meeting to answer a few outstanding questions; she will check with him about his availability. Fred suggested we put together list of questions for John in advance. Charlotte asked all members to send budget questions to Joan by September 28.
6. Old business:
- a. Annual campaign: Charlotte will put together a schedule of this year's campaign activities for our October meeting and also work on identifying new town residents.
 - b. Long range strategic plan: No updates.
 - c. Review draft photography and video policy: Tabled.

- d. Meekins Library Corporation tax status: Ken has completed 990 PFs and the required state forms for the Corporation for fiscal years 2017-19. However, since there is some concern that the library trustees are not the correct group to be preparing these returns, Ken will provide the completed forms and underlying data to the Trust Fund Commissioners so they can submit them. It was agreed that Joan should discuss the situation and how to proceed going forward with Charlene Nardi and Dick Kisloski. (Fred move, Charlotte second, unanimous)
 - e. DonorSearch: Abbie von Schlegel suggested we try out the software on a trial basis. Rob will ask her about the cost of doing this.
 - f. Staff pay equity project: No updates.
 - g. Board representative for next Friends meeting: Pat will attend; Maureen will confirm the date.
- 7. Action items from last meeting: None outstanding.
 - 8. Next meeting date: Monday, October 19, 2020.
 - 9. The meeting was adjourned at 9:01 pm. (Pat move, Rob second, unanimous)

Documents Used:

Agenda

Minutes of August 17, 2020 meeting

Directors Report

Financial Reports from Library Bookkeeper

Director's Report

Bev Bullock

September 14, 2020

Community Connections

- Weekly teleconference meeting bi-weekly with Town Department heads to discuss town response to coronavirus. Mark Bushee, the Hilltown Health agent has been attending.
- The Hamptons Reopening Group met 8/4 Easthampton, Westhampton, Southampton and Northampton & Lilly Libraries and Meekins. Meeting 9/10/20 we discussed proper air exchange for reopening, quarantine procedures, All Hamptons Read coming in January, budget issues.

Staff Updates

- All staff back to work.
- Staffing problems associated with re-opening continue. Immune compromised or family member immune compromised. Staff and volunteers over the age of 60 risking exposure.
- Sadly, Amy Bedell, who has volunteered for Meekins since at least 2002 will be moving in the next month.

Programming

- Libraries Transform: See website and FB posts.
- READ WOKE Challenge on Beanstack: Readers earn badges for completing books written by authors of various marginalized communities. To earn badges that signify your commitment to exploring books with viewpoints and voices that differ from your own. [Meekins Beanstack](#)
- Working on a plan for Halloween that involves hay bales and distanced story telling.
- Meekins will potentially partner with Nikki Gardner on an online project called Portrait of a Reader. She said she was interested, now we have to see how we could fit it in.

Technology Updates

- I have still been working to straighten out some programs with Paragus IT the town's provider. Had a helpful 4 way conversation with Charlene, Greg and Bruce from Paragus. I think we are getting somewhere. Friday, September 11, Bruce is working remotely on all of our machines.
- The website upgrade is in the works- here is the dummy front page- no active links yet- <http://meekins.sv9824.si-servers.com/> [I hope to have more time to devote to this in the next week.](#)

Maintenance and Repair- Building Update

- Mini split leaks. Still waiting for Jamrog to do repairs. Have contacted them.
- Eric Weber has done a bunch of weeding and pruning and Ken Woofenden said he would make sure the driveway gets blown off and trimming is done.

School updates

- The invoice for library services was sent on 9/3/20.
- Stacey Jenkins, the principal, said we should touch base once the dust settles with the opening of school.

Director Continuing Education and activities

- Small Libraries Check in Zoom meeting for September
- I am participating in a C/WMARS discussion group for library directors on dealing with racism both in libraries and the country.
- State Financial Report submitted 9/15.
- ARIS report
- Budget plans – working with John on this.
- The Association for Small Rural Libraries 2020 conference is virtual. I will be attending sessions 9/28-10/2. All sessions are in Pacific time so each day will have a late start. I have a scholarship for this conference and had to agree to serve on a state-wide committee to address issues on small rural libraries in MA.

Long Range Planning for 2021: No news. October is looking good.

Coronavirus and Reopening updates

- I am working toward opening the main floor of the library for browsing by appointment in October. I am working with available staff (2) for schedules. I would also like to offer a few hours a week for computer use. We will most likely move two public computers upstairs. We will offer printing by thumb drive although I am looking at how our current printer might do wifi printing.
- I have begun research on the use of air filter machines for our interior spaces. My dentist shared his research with me.