

Minutes for the Board of Trustees of the Williamsburg Libraries

Tuesday, 16 January 2018

Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Cynthia Barker, Joan Coryat, Jon Gould, Katie Krol, Rob Stinson (recorder)

Absent: Charlotte Meryman

Special Guest: Eileen Stewart

1. Pat called the meeting to order at 7:15.
2. Minutes: The minutes for the 12/18/17 meeting were reviewed and amended. Cynthia moved to accept as amended. Joan seconded, unanimously approved.
3. Director's Report:
 - a. Katie has been working with the Trust Fund Commission to facilitate the transfer of the NEH grant. (Approx. \$3,000)
 - b. A transfer request to the Finance Committee for incremental overages in the maintenance budget was summarized, with a fiscal year total overage expected to be \$5,000 - \$6,000.
 - c. A letter from the Select Board and Finance Committee regarding FY 2019 budget requests was discussed. Given the town's expected fiscal burdens, departments and committees are asked to submit level funded budgets. The challenges to the library's operations associated with level funding were considered, especially in the context of maintenance expenses, inconsistent town support for materials purchases and uncertainty of the annual fund results, donations possibly being dampened by the new tax law and an increasing number of local projects seeking contributions. It was decided to assess the progress of the annual fund at the end of January to better gauge any expected shortfall, which would influence a decision to submit possible budget increases to the Finance Committee. Budget requests are due by February 1.
 - d. Katie announced that this year's May Faire will be blessed with the participation of the renowned author Lauren Mills and acclaimed doll creator Anna Brahms.

4. Financial reports:

a. Annual Fund update: The Annual Fund contributions are somewhat behind last year's donations. (Through Jan., 2018 \$8,655 vs. Jan, 2017 \$12,140. FY 19 target \$18,750) Upon Charlotte's return, an Annual Fund solicitation letter will be drafted and mailed to any of the town's newer residents not on the current mailing list.

b. Overall budget: Updated financial reports were distributed. Other than the maintenance item the budget is essentially on track. The relatively large deviation for the MegLig Nrc State Aid item on the Balance Sheet Previous Year Comparison was attributed to timing of the disbursements and the small amount received as of January 2017. There was some discussion of the cost of an eventual upgrading of internet access speed and the need to replace aging computers for staff. There was a general agreement to address and begin planning for evolving technology needs.

5. Old Business:

a. Meekins repair projects: Jon indicated that completion of the masonry re-pointing work is on hold as Tom Chalmers has not yet been able to secure a commitment from Champlain Masonry Co. to finish the work. Tom Chalmers provided an estimate of \$1,550 to provide limited design consultancy work for the attic insulation. Jon will coordinate next steps with John Hoogstraten and Tom Chalmers. Any assistance from Tom Chalmers beyond the \$1,550 scope will be billed on an hourly basis.

b. Haydenville repair projects: Further repair projects at the Haydenville Library will be held in abeyance until the Meekins work is completed.

c. Annual Fund next steps: The manner and timing of the Annual Fund campaign's second letter mailing was discussed.

d. Greta Carey project: The Board was pleased with the letter drafted by Pat to be sent to potential business sponsors of the April events. Pat will distribute the list of town businesses and those that will receive a visit in addition to a letter will be decided at a future planning session. Rob reported that, after measuring unobstructed spaces on the main floor of the library, excluding the stacks area, the available square footage will accommodate, per code allowances provided by Louis Hasbrouck,

approximately 260 persons, including the community room equipped with chairs. This number will serve as a limit to the number of ticket sales.

6. New Business:

- a. Endowment Fund Program: Eileen Stewart presented an executive summary of the Williamsburg Libraries Endowment Report produced by a group of interested citizens who began exploring in 2017 the possibility of an endowment for the town's libraries. The group comprised Eileen Stewart, Diane Garey, Maureen O'Brien, Anne Bussler and Jim Ayers. The group interviewed a number of library representatives across the state and also met with a professional fundraiser as well as with individuals involved in the Meekins renovation fundraising. Eileen asked the Board to consider endorsing the idea of an endowment and to commit to work closely with an endowment committee to develop a governance structure and participate in identifying and engaging potential donors. The Board discussed possible levels of involvement and leadership in such an effort. It was agreed that the Board should gather information about the steps related to establishing a library foundation as a 501(c)(3) entity. Rob offered to explore the process and update the Board at a future meeting.
- b. FY 19 budget: The Board will reconsider final budget requests after an end-of-January update of the Annual Fund contributions.

7. Next Meeting date: Tuesday, February 20, 2018.

8. Meeting adjourned at 9:15 p.m.

P. A. Billingsley

