

## **Minutes**

### **Board of Trustees of the Williamsburg Libraries**

Tuesday, October 17, 2017

Hawks-Hayden Community Room - Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Cynthia Barker, Joan Coryat, Jon Gould, Charlotte Meryman, Katie Krol, Rob Stinson (recorder). Guest George Lewis.

The meeting was called to order at 7:04 p.m. by Pat.

#### **1. Minutes**

- a. The July 17 minutes were reviewed and corrected. Cynthia moved to accept as amended. Joan seconded. Unanimously approved.
- b. The September 19 minutes were reviewed and corrected. Joan moved to accept as amended. Charlotte seconded. Unanimously approved.

#### **2. Director's Report**

- a. School library program: The first payment from the school for the school library program has been received.
- b. Friends news and updates: Katie reported that the Friends book sale was successful, raising approximately \$2000.
- c. Estate planning workshop: Karen Jackson's estate planning presentation (10/14) was very well attended. It was agreed that another session focusing on legacy planning could be scheduled in the future.
- d. Other library news: Katie brought up a possible change to the policy concerning the Hawks-Hayden community room and the use of alcoholic beverages therein. After discussion the Board agreed that users must obtain appropriate permissions/licenses in the future. Katie will circulate a revised policy for review.

#### **3. Financial reports**

- a. Annual Fund update: Katie provided an update on the annual fund and also indicated that funds have been donated in memory of Jim Locke.
- b. Overall budget: Katie reported that the overall budget is on track.

#### **4. Old Business**

- a. Meekins steps repair update: Jon updated the Board on the Meekins cheek walls repair. The Building Supervisor, John Hoogstraten, and Tom Chalmers met to review the work and identify finishing touches. Jon will contact John H. regarding a final review of the work. Jon will coordinate a site visit to inspect the front walkway for possible repair or replacement in the future. Katie expressed concern over the deteriorated concrete area in front of the book drop and the risk of staff and patrons tripping or slipping in the winter. Rob will talk to John Hoogstraten about a possible short-term repair. A complete re-pouring of the pad is the preferred long-term solution, according to the Building Supervisor.
- b. Meekins insulation project update: Jon gave a status report on the Meekins attic insulation project. Austin Design will draft a contract addendum to the existing contract for review and execution.
- c. Haydenville repair project update: The Haydenville Library will be receiving new plantings per the plan approved by the Conservation Commission. Nick Dines expects

to complete the work by the end of October. Future building preservation work includes gutters, basement moisture barrier, selected floor joist reinforcement and exterior painting. The Building Supervisor will prioritize and schedule the work as it becomes feasible.

- d. Greta Carey project update: Pat reported that the Friends have agreed to serve as sponsor for the Greta Carey art sale closing reception and may be willing to obtain a 1 day liquor license. The Grange and Historical Society members may help to identify individuals who knew Greta and might consent to be interviewed for the purpose of preparing publicity materials. These groups will be asked to help in selling tickets for the event. Pat communicated with Charlene about designating April as Greta month; Charlene was supportive and suggested contacting the Select Board for approval.

## 5. New Business

- a. Publicity and promotion discussion with auctioneer George Lewis: George provided a brief history of Carey's career and artwork. His remarks led to an extended discussion of the issues, challenges and questions that will have to be addressed prior to the event in April. It is hoped that Carey's longtime involvement with the town and residents' familiarity with her will boost interest in and attendance at the auction and reception. A number of marketing approaches were considered, including soliciting local businesses to sponsor or participate in the event, as well as preparing an article for the Gazette. Various bidding scenarios were explored in addition to ideas for supplementing auction proceeds. George advised that the time and effort expended on organizing the art sale be commensurate with a realistic expectation of the proceeds. It was agreed to contact other local organizations that have hosted art auctions to learn from their respective experiences.
- b. Calendar and assignments for annual fund campaign: Pat distributed a preliminary monthly schedule for the 2018 annual campaign. Charlotte volunteered to draft an initial letter and will circulate it for review before finalization at the November Board meeting. It was agreed that the list of potential donor names and addresses from last year's campaign will suffice.
- c. Review landscape plan for Meekins grounds. This item was deferred until the November Board meeting when it is expected that Nick Dines will be present.

6. Next meeting date: The next meeting is scheduled for November 20, 2017.

7. Meeting adjourned at 9:25 p.m.

*P. A. Billingsley*