

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

Monday, November 20, 2017, 7:00 p.m.

Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Joan Coryat (recorder), Rob Stinson, Charlotte Meryman, Katie Krol.

Absent: Jon Gould, Cynthia Barker

Special Guest: Nick Dines

1. Meeting called to order at 7:04 pm by Pat.
2. Minutes
  - a. Joan designated as recorder
  - b. 10/17 meeting minutes reviewed and corrected. Charlotte moved to accept as amended, Joan seconded, unanimously approved.
3. Director's report
  - a. School library program: Katie will be sending out the next bill shortly.
  - b. Friends update: Friends will be paying for a new copier that should arrive within the next month.
  - c. Changes to meeting room policy: Katie updated the policy to require community room users who wish to serve alcohol at an event to obtain permission from the Library Board and then obtain permission and one-day liquor license from the Board of Selectmen. Pat moved to accept the updated policy, Charlotte seconded, unanimously approved.
  - d. Other Library News:
    1. Katie has a patron who has offered to pay the \$3K needed to connect Meekins Library to CW/MARS WIFI. Katie still needs to determine additional expenses that include monthly connection charges and cost of electrician. Charlotte suggested that Katie also look into connecting the public computers to fiber as well though Katie said that the majority of patrons now use their own devices rather than the library's computers. Charlotte moved that the board authorize Katie to explore the costs and specifics of getting internet through CW/MARS, Joan seconded, unanimously approved.
    2. Other Library News: Katie turned on the boiler in Jim Locke's absence which is complicated. It was suggested that we add this task to JAMROG's contract. Katie will follow up.
4. Financial reports
  - a. Annual Fund update: Katie reported that there are no changes.
  - b. Overall budget: Katie reported that outside of Maintenance, which is over budget, budget is on track.

5. Old business

- a. Meekins steps and insulation: Rob reported that there will be a meeting with the building inspector which will then help decide next steps. The caulking related to the repointing of cheek walls still needs to be done.
- b. Rob wrote a thank you letter to Mass Historic Commission for the grant that we received.
- c. Haydenville repairs: Work done on the back side of the building, including a rock retaining wall and drainage system as well as plantings has been completed.

6. New business

- a. Review landscape plan for Meekins grounds: Nick proposed plans for a new garden in honor of Christine Allen that will be located on the north side of the Meekins Library building close to the foundation. The garden will include 2 new benches. Funds that were donated in memory of Christine Allen will be used to pay for the project. If additional funds are required, Nick said that funds from bottle returns at the transfer station can be used. Joan made a motion to accept Nick's plans for establishing a new Christine Allen garden on the north side of the library with 2 new benches and to plant a new Red Maple along Route 9 that replaces an unhealthy tree that had to be removed. Charlotte seconded and motion was unanimously approved.

Nick shared his thoughts regarding additional projects for the future that would enhance the green space near the river including a handicap accessible path and the removal of a Maple tree whose roots are interfering with the river wall.

Nick also informed the group that the work at the Haydenville Library has been completed including the plantings. Nick plans on installing a metal fence along the river in 2018.

Katie suggested creating a new walkway that leads to the Meekins original entrance in memory of Jim Locke.

- b. Review draft annual campaign letter: The group reviewed Charlotte's draft annual campaign letter and offered suggestions. Charlotte will rework the letter and send out revisions for comments. Katie and John ? will try to print letters next week since Katie is out on vacation the 1<sup>st</sup> week of December.
- c. Greta Carey project planning: The decision was made to not charge separately for wine.

Pat will talk to the owner of Brewmasters about displaying their large Greta Carey paintings at the Grange.

The board will meet in early January separately from the monthly board meeting to start planning the Greta Carey events. The date will be set for this meeting at the December board meeting. Pat will create a Google Doc for input of ideas from the group.

7. Next meeting: Monday, 12/18, 2017, 7:00 pm

8. Meeting adjourned at 9:15 pm.

Respectfully submitted,

Joan Coryat