

Minutes for the Board of Trustees of the Williamsburg Libraries  
Monday, December 18, 2017, 7 pm  
Meekins Library, Williamsburg, MA

Present: Cynthia Barker, Pat Billingsley, Joan Coryat, Jon Gould, Katie Krol, Charlotte Meryman, and Rob Stinson.

1. Meeting called to order at 7:24 by Billingsley.

2. Minutes

- A. Gould designated as recorder.
- B. 11/17 meeting minutes reviewed and corrected. Barker moved to accept as amended, Stinson seconded, unanimously approved.

3. Director's report

- A. School program news and updates: Krol reported that an Invoice was sent to school department and payment is expected in January.
- B. Friends news and updates: Krol reported that she has received a check from a resident for \$3,200 to pay for improvements to the library's WiFi by connecting to CW/MARS WiFi. A data electrician visited the library to see what needed to be done to complete the improvements and we are waiting for an estimate. The Friends group has offered to cover any costs not covered by the patron donation. Coryat said she will talk with Anne Bussler about coordinating the timing of fundraising appeals from the Trustees and the Friends.
- C. Other library news: Krol said that the library received its yearly certificate of approval from the state's Board of Library Commissioners. Krol reported that the MEG LIG grant of \$3680.36 has been received. Another check for similar amount is expected in the last quarter of FY18. Krol said MEG LIG payments are dropping statewide while CW/MARS costs are going up. Krol reported that the library had recently hosted a number of well attended programs for children.

4. Financial reports

- A. Annual fund update: Krol said recorded gifts total \$3,275. She said another approximately \$2,000 came in today. Stinson suggested that we send the appeal letter to new residents of Williamsburg in a second mailing. Stinson will be getting a list of such residents to Krol. Krol noted that she had put a note on the library website requesting donations to the annual fund. It says that donations go towards operational expenses.
- B. Overall budget: Krol said an item of concern is the Maintenance budget line. There is \$1,900 left in the Maintenance line for rest of year. Krol expects we will have to ask the Finance Committee for more money to pay for maintenance in the coming months. She noted that this line item has stayed constant for a number of years. Maintenance spending has been impacted by elevator repairs and by the fact that we are now paying for lawn mowing.
- C. Billingsley raised the topic of the parameters for spending money from an old NEH grant of \$3,416. Billingsley thought it was restricted for programs, but she will contact Diane Garey, who wrote the grant application, to learn more about the spending requirements. Krol mentioned that she is planning to run a yearly cultural studies program, with Scandinavia being the theme for 2018. Cooking, games and activities are being planned. The question of whether the NEH grant could be used to pay for that program was raised.

- D. Coryat called attention to the 12/17/17 Balance Sheet Prev Year Comparison sheet, which shows an increase of more than 2000 percent in the MEG LIG line in the 2017 column. Krol said she would ask John Palmer about that.

#### 5. Old business

- A. Meekins repair projects: Stinson reported that there are some joints on two sides of the new portion of Meekins which were not filled as part of the recent Champlain work. Tom Chalmers is looking at the contract language to see whether the company will come back to do that work. Gould said that Nick Dines is designing a new walk from the sidewalk to the steps at the original entrance. Stinson and Gould said that the attic insulation project is moving ahead. Building inspector Louie Hasbrouck visited Meekins recently and said the insulation project could go ahead without added ventilation, as long as an architect signs off on the project and that part of the plan is to monitor for changes in moisture and temperature levels. Tom Chalmers recently submitted a proposal of approximately \$1,500 to complete design and architectural specifications for the project. Charlene Nardi was taking steps to accept that proposal. John Hoogstratten will be meeting with Chalmers once the contract is finalized. Hoogstratten is planning to build a couple of catwalks in the attic so that the dome area and several electric supply cut-offs will be accessible once more insulation is laid. Krol reported that Hoogstratten and a representative of Cernak Fuel looked over the HVAC system earlier today. The town is considering hiring Cernak to maintain the HVAC systems in all the town buildings.
- B. Haydenville repair projects: Stinson and Gould discussed several repair/maintenance projects being planned for the Haydenville Library. Those include removing some debris from the dirt cellar, laying a vapor barrier on that cellar floor, and making temporary repairs to the slate roof.
- C. Annual campaign: Billingsley said in February that we should look at the campaign progress and consider then if and when to send additional appeal letters or postcards. There was discussion around whether the next time we run an annual fund campaign if we should include a form for respondents to indicate if they would like to be acknowledged publicly for supporting the library.
- D. Greta Carey project: Billingsley reported that liability insurance has been purchased for the reception and that the select board has indicated they will sign off on the liquor license for that event. Rick Murnane will be designing a poster for the project. Billingsley will be inviting representatives of the Friends group, Grange, Historical Society to a planning meeting on January 9 for the project.

#### 6. New business

- A. The board discussed the recently replaced copier. Meryman motioned to designate it as surplus, Gould seconded, passed unanimously.
- B. The board discussed where electronic copies of trustee minutes should be kept. Currently there's an incomplete set of minutes on the library website and a more complete record on the town's website. Meryman motioned to remove the trustee minutes from the library website and place a link there to the town's website. Barker seconded. Passed unanimously.
- C. Gould announced that he is not planning to run in May of 2018 for another term as trustee.

7. Next meeting date: Tuesday, January 16, 2018.

8. Meeting adjourned at 8:56 pm.

Respectfully submitted,

Jon Gould.

*F. A. Billingsley*