

Minutes
Williamsburg Board of Library Trustees
Tuesday, April 18, 2023
Hawks-Hayden Room, Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Ken Borden, Beverly Bullock (Director), Joan Coryat, Todd Lynch, Charlotte Meryman, Rob Stinson (recorder),.

Guests: Anne Bussler for the Friends

1. **Call to order:** Charlotte called the meeting to order at 7:06.

2. **Minutes**

- a. Rob was designated as recorder.
- b. The minutes of the March 20 meeting were reviewed. Charlotte moved to accept the minutes as amended, Rob seconded; passed unanimously. The minutes of the April 11 meeting were reviewed. Ken moved to accept the minutes as submitted, Joan seconded; passed unanimously.

3. **Director's report**

- a. **Covid-19 restrictions:** see Report.
- b. **Community connections:** see Report.
- c. **Senior services:** see Report.
- d. **Staff updates:** see Report.
- e. **Library programming:** see Report.
- f. **Technology updates:** see Report. Bev confirmed that she signed an agreement for CWMARS to take over support of 9 library computers. She hopes that an improved anti-virus defense will be implemented through the town's Technology Committee and subsequently supported by CWMARS.
- g. **School program updates:** see Report.
- h. **Friends news and updates:** see Report. Anne stated that the Eileen Stewart Bench dedication will be on May 6th from 11:30 to 12:15. Light refreshments will be available. Jason is planning a Friends/Trustee gathering possibly in June. He is also organizing a Friends retreat. Bev now has paper checks for the Director's discretionary account.
- i. **Maintenance and repair updates:** see Report. Insurance will cover the anticipated \$7,200 cost of replacing the demolished lamp post. Manhattan Restoration quoted \$6,500 to restore the front (North St) door. The Friends may contribute part of any Florence Bank award toward the project. The Board discussed various aspects of the restoration process. Bev reported that a leak in the oil burner was discovered. The elevator cannot be used until the problem with the fire alarm interface is corrected and inspected.
- j. **Other library news:** see Report. The Board discussed the April 29th Spaceship Landing/James Kitchen event and the associated large sculpture installation. The Drop Everything and Read event was modified because of MCAS testing at the school.

4. **Financial reports**

- a. **Review current budget reports:** Ken's year-over-year comparison showed an increased level of expenditures, including salaries, materials and maintenance. He reminded the Board of a continuing, and eventually problematic, reliance on carried-forward funds. With regard to the library's unusual function as the school library, Pat indicated that she and Joan have discussed the possibility of approaching the MBLC to request a partial exemption from the materials requirement formula. Bev will broach the idea with the MBLC and report back. Pat moved to accept the financial reports, Charlotte seconded; passed unanimously.

- b. **Annual fund status (goal \$19,500):** The Board reviewed the latest figures and noted that contributions and the number of donors are close to last year's totals.

5. **Old business**

- a. **Annual campaign:** Charlotte suggested displaying the lawn sign. Joan will soon install it. After discussing the new resident mailing, the Board agreed to include the names from recent property transfers to the list of names derived from the street listings for the mailout. Charlotte suggested an email blast to supplement traditional mailings. Bev indicated that the current list of 302 email addresses needs to be updated. Todd will collaborate with Charlotte to draft a design for the email appeal, possibly distributed via Mailchimp. Joan suggested exploring alternatives to Unipay for online contributions. Bev concurred.
- b. **Meeting Room Policy and Financial Gifts Policy:** Consideration of the Meeting Room and Financial Gifts Policies was deferred. The Board reviewed and suggested changes to Bev's draft of the Book Challenge Policy and the associated reconsideration form. A discussion ensued of what the reconsideration process might entail. Bev will coordinate with the school possible responses to any school based challenges. She will continue to monitor other library experiences and policies/procedures related to book challenges.
- c. **Community Outreach:** Deferred.
- d. **Haydenville Library Physical Condition:** At this point it is unclear if and when the town will address needed repairs and lead paint remediation. Books remaining in the library still need to be removed. Bev reported that a local writer will be using the building for a month. Neither the town nor the library's abutter seems motivated to resolve the boundary question through a survey.
- e. **Director's Evaluation:** Deferred.
- f. **FY 24 Budget:** Charlotte summarized the meeting with the Finance Committee regarding the library's FY24 budget request. While the meeting was generally positive, little encouragement was signaled given the very constrained overall budget outlook for the town.
- g. **Designate board representative for next Friends' meeting:** Todd will attend.

6. **New business:** Charlotte and Joan initiated a discussion of recruiting Board members to shoulder primary responsibility for various areas of Trustee involvement such as outreach and legislative advocacy. The Board discussed the fact that three candidates are vying for the two Trustee openings.

7. **Next meeting date:** Monday May 15, 2023.

8. **Adjourn:** The meeting was adjourned at 9:40 (Rob moved, Joan Seconded; passed unanimously.)

Meekins Library Director's Report

April 2023

Community Connections

- Technology Drop Ins have begun. Peg Whalen will be here for the 1st Tuesdays of the month from 10-12.

Staff Updates

Programming

- Meekins Book Club, March April 24 @ 6:00pm Hybrid on Zoom or Hawks Hayden Room. This month's book is *Tomb of Sand* by Geetanjali Shree. Copies are available at the library.

Upcoming events

- April 19 6:30- Pamela Means and the Reparations concert- Cultural Council funded this concert with \$250 additional to be paid by the Friends.
- April 29- 1pm- Spaceship Landing on the Lawn at Meekins. Live music, free imagination, food and spaceship tours. To cap off NLW and bring to life the richness that libraries and books bring to imagination. James Kitchen and the Appliances, local musicians will be playing either on the front steps or inside depending on the weather.

Technology Updates

- According to our computer inventory, we have three computers that have been in use since 2010. We will be replacing with Chromebooks to be ordered before the fiscal year ends.
- The town is looking for bids for IT providers. Currently, Paragus (paid for by the town), maintains six (9) CWMARS Desktop Support will take over the 9 that need regular updating.

Maintenance and Repair- Building Updates

- Bev, Dick Bart, Nick Cacammo and Dan Bonham are meeting to confer on the Meekins gutter project in anticipation of the bidding process for ARPA funds.
- Dave Foster is working on the replacement of the lamp post
- Steve from Manhattan Restorations submitted an estimate for the restoration of the old front door. It is a bit higher than the amount I requested from the town.

School updates

Friends News and Updates

- Eileen Stewart Bench dedication- May 6, 11 am- Speakers, cookies, drinks
- Book Collection Day, Saturday, May 13, 10am- 1pm

- The Friends have once again been chosen as a recipient of Florence Bank's Customer Choice Grant. The award ceremony will take place on May 16.
- The Friends have set up a checking account and debit card to help streamline the process for funding library programs.

Director Continuing Education and activities

- Policy updates – Book Challenge Policy and Request for Reconsideration form will be sent via email for review.
- No staff will be attending the MLA Conference in May. We hope to send a delegation to the New England Library Association Conference in October. It will take place in Springfield, MA.

Respectfully submitted,

Bev Bullock