

**Minutes**  
**Williamsburg Board of Library Trustees**

Date: Monday, October 16, 2023

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

Present: Ken Borden, Beverly Bullock (Director), Joan Coryat (zoom), Todd Lynch, Kevin McAllister, Charlotte Meryman, Anna Seren (recorder). Guests: Susan Farrell (Friends)

**1. Call to Order:** Charlotte called the meeting to order at 7:07pm

**2. Minutes**

a. **Designate recorder:** Anna

b. **Review draft minutes:** Minutes of Sept. 18 were reviewed. Charlotte moved to accept the minutes as amended, Ken seconded, passed unanimously. Joan abstained.

**3. Director's Report**

a. **Community Connections:** see Report. Clarification was made that the showing of *Gen Silent* is happening at ATD

b. **Staff Updates:** Two of three positions have been filled (Circ. Asst. and Kmit) and a posting for the third position will be out by end of October. Permanent candidate with a Master's degree is preferred.

c. **Programming:** Poor turnout for Banned Books Read-In, most probably due to rainy weather. Library Crawl passports were received today and Bev will update website. Daria is starting work on Meekins Market.

d. **Technology Updates:** (none)

e. **Maintenance and Repair - Building Updates:** Gutter Project: There is a preservation restriction on parts of Meekins building so further conversation needs to happen concerning funding through Massachusetts Preservation Projects Fund (MPPF). Green Communities: If this grant is received it will be a long time before work can start on Meekins HVAC as there is an 18 month long backlog of Green Communities projects. This brings up concerns about the longevity of the current system. Also, discussion of possibly needing a generator for emergencies.

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f. **School Program Updates:** see Director's Report

g. **Director Continuing Education and Activities:** Bev found NELA to be helpful and informative in giving clarity around hiring.

**4. Friends News and Updates:** Susan Farrell is the new president as Jason has stepped down. Annual meeting and Book Sale both went very well. Friends have decided to stop actively campaigning for Florence Bank Community Grants, to allow other organizations a better shot.

**5. Financial Reports**

- a. **Current Budget Reports:** Ken shared differences between last year's and this year's Actual and Budgeted Incomes. Typo in the Carryovers: should be FY23. Kevin moved to accept Financial Reports as amended, Todd seconded, passed unanimously.

## **6. Old Business**

- a. **Annual Campaign:** Kevin motioned to raise goal to \$20,000, Todd seconded, passed unanimously. Kevin and Todd will be Leads for the Campaign and will draft the Appeal letter. Joan will obtain latest street listing. Kevin will review donor list. There was discussion regarding the creation of an Endowment Fund to work in tandem with the Annual Fund. Kevin will look into the Community Foundation of Western Mass and Joan will reach out to Anne Haxo for advice.
- b. **Policies:** (no update)
- c. **Haydenville Library physical condition:** Mold testing was not completed due to a furnace malfunction that has since been remedied. A radon detector found a cautionary level of radon in the building.
- d. **Meekins and Haydenville Library grounds:** Todd will follow up with Conservation Committee about RDA and Bev will email Nick and Dan about Ash tree removal. Fall clean up at Meekins went well with removal of Japanese Knotweed and weeding around Winterberry Holly. We would like to have another clean-up day before winter. Charlotte and Todd have written to the Webers about memorializing Bobbin.
- e. **Community Outreach:** (no update)
- f. **Designate board representative for next Friends meeting:** Todd will attend

## **7. New Business:**

- a. Temporary closure of Haydenville Library: Charlotte moved to temporarily close the Haydenville Library to the public and staff while potential health hazards are assessed. Joan seconded, passed unanimously.
- b. Ken asked if we could please have minutes available in time for Friends meeting to use as reference.

## **8. Review action items:** (none)

## **9. Next Meeting Date:** Monday November 20, 2023

## **10. Adjourn:** The meeting was adjourned at 9:22pm. Ken motioned to adjourn, Kevin seconded, passed unanimously.

# Meekins Library Director's Report

October 2023

## Community Connections

- Saturday, October 21 we will be showing the movie/documentary *Gen Silent* in collaboration with the Williamsburg Senior Center and 6 other Hilltown COA groups. We are providing access to the film through our Kanopy account and using our projector and laptop.

## Staff Updates

- Wenny Liu is our new Circ Assistant.
- Mikayla Skubel is our new KMIT Youth Programming Librarian.
- Paperwork has been completed for both. The staff is due for State Conflict of Interest training and certification. The link has been shared through Brenda.
- The staff will meet in the coming week to begin work on the Action Plan for MBLC.

## Programming

- Let Freedom Read- Statewide Banned Books Week Read-In – Saturday, Oct. 7.  
<https://mblc.state.ma.us/programs-and-support/promotion/toolkit-letfreedomread.php>
- Western Mass Library Crawl sponsored by MBLC will take place beginning Oct. 16. We will have a stamp or sticker for the passports and will welcome roadtrippers Oct. 16- Nov. 15. MBLC is just getting the promos done so the date changed.
- Halloween is fast upon us. Plans are in place for the usual. A Day of the Dead display will be set up in the Black Reading Room.
- The Gallery schedule is filling up with some fantastic artists.

## Technology Updates

### Maintenance and Repair- Building Updates

- The Gutter project contract has been awarded to the lowest bidder. The contractor will be here on Tuesday, Oct. 17 at 9:30 for a walkthrough before the project begins. Work should be completed by Dec. 1.
- B2Q has conducted an energy audit. It is hoped that a Green Communities grant might be procured for the HVAC at Meekins. I have submitted a narrative for the grant.
- Haydenville repairs/condition are being evaluated. Mold and radon are now clearly in the picture.

## School updates

- Review of the Memorandum of Understanding has been signed by the Trustees. The ATD School Committee met on 9/20 and the Memorandum is on the agenda. Have asked Marissa Nye for confirmation of the signing.
- Bev and Rochelle have been teaching the school classes until Mikayla is officially onboard.

**Director Continuing Education and activities**

- ARIS (Annual Report Information Survey) was submitted August 16. The State Financial Report/State Aid was submitted on Oct. 4.
- The New England Library Association (NELA) annual conference is from October 15-17. will take place in Springfield. Amber, Rochelle and Bev will attend the first 2 days.
- WMLA will have a table at the Vendor Fair. As a board member I will be helping staff the table.
- WMLA will hold its annual meeting on Oct. 26.
- Bev attended a training on the new metabase data reports through CWMARS.

Respectfully submitted,

Bev Bullock