

Minutes
Williamsburg Board of Library Trustees
Monday, September 18, 2023, 7:00 pm
Hawks-Hayden Room, Meekins Library, Williamsburg, MA

Present: Ken Borden, Beverly Bullock (Director), Todd Lynch, Kevin McAllister (Recorder),
Charlotte Meryman, Anna Seren
Guests: Anne Haxo (Friends)

1. Call to order: Charlotte called the meeting to order at 7:03 pm.

2. Minutes

- a. Kevin was designated as recorder.
- b. The minutes of the July 21 meeting were reviewed. Charlotte moved to accept the minutes as amended, Kevin seconded, passed unanimously.

3. Director's report

- a. **Community Connections:** see Director's Report
- b. **Staff Updates:** see Director's Report
- c. **Programming:** see Director's Report
- d. **Technology Updates:** (none)
- e. **Maintenance and Repair - Building Updates:** see Director's Report
- f. **School Updates:** see Director's Report
- g. **Director Continuing Education and Activities:** see Director's Report

4. Friends News and Updates

Two big events upcoming: Annual Meeting will be September 26. Will be open to all with speaker Bill Newman. October 7-8 will be the annual Book Sale.

5. Financial reports

- a. Ken presented a comparison between this year's budget and last year's.
- b. Todd moved to accept the financial reports and Anna seconded. Passed unanimously.

6. Old business

- a. **Annual campaign:** (none)
- b. **Policies:** (none)
- c. **Haydenville Library physical condition:**
Discussion about the long-term usefulness of the building with regard to the library mission. The boundary between the building and the neighbor is currently unknown and will have to be determined before any work can be done.
- d. **Meekins and Haydenville Library Grounds:**
A number of older trees surrounding the Meekins building pose a hazard. Environmental approval for the relevant tree work has been received from the Conservation Commission and state environmental officials. The ConCom RDA is good three years. The ash tree at the end of the parking lot qualifies for emergency removal, which the town will do soon. Removal

and/or pruning of the other trees along the river and Route 9 will occur at a later date and may require further approval.

e. **Community Outreach:** (none)

f. **Designate board representative for next Friends meeting:** Todd will attend.

7. New business

a. There will be a memorial service for Bobbin Young on September 30 at 1 pm at the Anne T. Dunphy School. The library will close at 12:30 so that all staff may attend.

8. Action items: Reviewed

9. Next meeting date: Monday, October 16, 2023.

10. Adjourn: The meeting was adjourned at 9:04 pm. Kevin motioned to adjourn, Ken seconded; approved unanimously.

Meekins Library Director's Report

September 2023

Community Connections

- The Public Safety Complex got a grant and made a video of the stream ecology on the new property. They have put a link to the video on our "Community Computer".
- The Grand opening of the Public Safety Complex will be held in October. Meekins has been asked to participate in some way either as volunteers or as an educational role/public service.
- Meekins has been invited to participate in an MBLC sponsored Library Road Trip for Western Mass libraries. It will take place Oct. 1- 31 but will be a live website for years to come. Here is the SAILS link so you can get an idea what ours will be like:
<https://malibraryroadtrip.com/>

Staff Updates

- Interviews have been taking place this week for both the KMIT position and circulation assistant position. Irene Tournas, circulation assistant, has resigned. She has taken a full-time temp position at UMASS Science Library.
- John Lancaster and Amber continue to take care of the cataloging.
- Staff has discussed and prepared for potential First Amendment Audits.

Programming

- On September 19 we will stream the opera Dr. Atomic at 6pm from the Metropolitan Opera. Thursday, September 21 at 6:30 we will hold an Oppenheimer discussion led by scholar, Betsy Fleche.
- Saturday, September 16 at 10am we will have a Pollinator Walk near Village Hill Cemetery where a special path has been created for those making the trek up Village Hill. Heather Cupo, garden designer, will lead the discussion.
- Let Freedom Read- Statewide Banned Books Week Read-In – Saturday, Oct. 7 pending approval by the Friends. <https://mblc.state.ma.us/programs-and-support/promotion/toolkit-letfreedomread.php>
- Western Mass Library Road Trip sponsored by MBLC will take place during the month of October. Meekins is one of 8 participating libraries on the "map" for the October (leaf peeping) road trip. We will have a stamp or sticker for the passports and will welcome roadtrippers Oct. 1- 31.

Technology Updates

Maintenance and Repair- Building Updates

- Trees on both library properties have been evaluated for trimming and possible removal. The ash tree near the parking lot is hollow from the ground up 8 feet. It needs to come down. A Mass Endangered Species Act application has been approved and once the Conservation Commission gives the green light it will be removed.
- The Scope of Work for the Gutter project has been posted and will be open for bids soon.

- Repair and prevention of future roof leaks in the foyer are in the works.
- B2Q will be conducting an energy audit. They will be doing an initial walk through the week of 9/18. It is hoped that a Green Communities grant might be procured for the HVAC at Meekins.

School updates

- We have gotten our school schedule and classes started the week of Sept. 11.
- Review of the Memorandum of Understanding has been signed by the Trustees. The ATD School Committee meets 9/20 and the Memorandum will be on the agenda.

Director Continuing Education and activities

- Policy updates – Book Challenge Policy and Request for Reconsideration form are posted on the website.
- ARIS (Annual Report Information Survey) was submitted August 16. The State Financial Report/State Aid is open as of August 1 and is due October 6.
- Hamptons + Burgy Reads is considering a Community Read for Spring 2024. A possibility is *Rough Sleepers* by Tracy Kidder. Tracy has offered to speak here.
- The New England Library Association (NELA) annual conference in October will take place in Springfield. Amber, Rochelle and Bev will attend.

Respectfully submitted,

Bev Bullock