

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

Tuesday, January 16, 2024, 7:00 pm

Remote meeting via Zoom

Present: Ken Borden, Beverly Bullock (Director), Joan Coryat, Todd Lynch, Kevin McAllister, Charlotte Meryman, Anna Seren

Guests: none

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

**2. Minutes**

a. Kevin was designated as recorder.

b. The minutes of the December 19 meeting were reviewed and amended. Charlotte moved to accept the minutes as amended, Joan seconded, passed unanimously.

**3. Director's report (attached)** *\*note that discussion of the report during meetings will be limited to critical items for assessment.*

In addition, Bev added that there are grants for Digital Equity that are becoming more available in the area.

**4. Friends news and updates**

The Friends have received significant donations and a portion will be deposited in the library fund. Friends had a work day to organize their archives. There is a work party Sunday, Jan. 21 to sort books.

**5. Financial reports**

**Current budget reports:**

Finances are not greatly different than last month. Because of the staff departures there are less expenses to date, but those will now be used with the new hire.

Joan motioned that the financial reports be accepted, Kevin 2nd; passed unanimously.

**Annual fund status (goal: 20,000):** Current tally is \$9,719.

Discussion about ways to improve our annual fund performances. We will investigate what online platforms other libraries are using for donations.

**6. Old business**

**Annual campaign:** A welcome mailing to new residents will be sent in the spring. There will be some exploration of putting a solicitation poster with some easy payment method in the lobby.

**Haydenville Library physical condition:**

The volunteer work by Moran and others is mostly complete.

**Meekins Hours Working Group:** A working group consisting of Ken, Kevin and Anna has met to begin to review and assess the possibility for the library to have more regular hours.

**Board representative for next Friends' meeting:** Joan will attend.

**7. New business:**

**FY 2025 Budget:**

The Board wants to see the Library Director position be categorized in line with other top administrative positions as the town reclassifies positions. A letter will be drafted for the finance committee.

The budget is not yet ready to be voted on but will be reviewed before the February meeting.

**8. Action items:** Reviewed. As of this meeting Action items will be posted on a google Doc. and should be completed (if possible) by the next board meeting.

**9. Next meeting date:** Tuesday, February 20, 2024.

**10. Adjourn:** The meeting was adjourned at 9:18 pm. Ken motioned to adjourn, Joan seconded; approved unanimously.

**Documents**

Draft minutes 12/19/2024

Meekin's Library Director's report January

January 24 Budget Summary - Ken

Board FY24 Annual Fund Report 1.16.24

Board FY24 Budget Actual 1.16.24

Board FY24 Checkbook Report 1.16.24.xlsx

Board FY24 Expense Report 1.16.24.xlsx

# **Meekins Library Director's Report**

**January 2024**

## **Community Connections**

- Technology Help Tuesday, January 9, 10-12. Collaboration with Williamsburg Senior Center. Peg Whalen from Northern Hilltown COA Collaboration will be here along with one of the new tech helpers from their grant.

## **Staff Updates**

- The staff will meet in January to begin work on the Action Plan for MBLC.
- A new Technical Services Librarian has been hired and will start on Jan. 22. Meghan Doyle will be joining us from Westfield Atheneum.

## **Programming**

- Reader's Theatre will read *Stage Door* on Sundays starting Jan. 21, 24 pm.
- Meekins will have a 6-week chess club taught by Andy Morris-Friedman starting Jan. 16.
- Scheduling for Summer Reading programs has begun. This year's theme is Read Renew , Repeat.

## **Technology Updates**

## **Maintenance and Repair- Building Updates**

- The Gutter project has been completed. Now we need rain to test it.
- Haydenville ventilation project lead by MJ Moran has begun.
- The vent pump for the Haydenville furnace stopped working and the furnace shut down. Jamrog is replacing the pump. The water is kept from freezing by the baseboard heater and heat tape on the pipes.
- Meekins floor drains in ER overflowed and were serviced by Fletcher Drain. In the future attention needs to be paid to large amounts of toilet tissue catching in the drain. A periodic flushing should help keep water flowing.

## **School updates**

- All classes have gotten Libby logins for e and audio books. We are working on the filtering for the younger kids. We are looking into using the elementary platform- SORA.

## **Director Continuing Education and activities**

- CWMARS will rolling out the new open source Discovery layer for the Evergreen catalogue in March. All staff members will get training. Directors and Aspen Admins are getting specialized training for the customization of the new catalog for Meekins.
- The Library division of the Alliance for Digital Equity has been formed for libraries and met for the first time 12/21. Another meeting is scheduled for 1/17. We are working with the Alliance and may be a distribution point for devices like laptops and tablets. Lots of exciting things are going on in Western Mass.

Respectfully submitted,

Bev Bullock