

Minutes
Williamsburg Board of Library Trustees
Hawks-Hayden Community Room, Meekins Library,
Williamsburg, MA and via Zoom

Monday, March 18, 2024, 7:00 pm

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

Guests: Becky Houlihan

1. **Call to order:** Charlotte called the meeting to order at 7:04pm.

2. Minutes

Joan was designated as recorder.

The minutes of the February 20 meeting were reviewed and amended. Kevin moved to accept the minutes as amended, Joan seconded, passed unanimously.

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

Not mentioned in the Director's report:

- Bev met with Dick Bart who agreed to utilize black chain fence for the open area at the Ash tree removal site. He will get estimates for the work.
- Bev mentioned that LaRochelle who did the gutter work might be a good candidate for the riverside window work as they did great work.
- Bev ordered 1
- 100 pair of eclipse glasses that will be made available on the day. The eclipse will also be live streamed at the library.

4. Friends news and updates

The Friends will be providing funding for the new OWL system.

They will also:

- provide help on 'Drop Everything and Read Day'
- host a staff appreciation lunch on 4/18
- volunteer on Todd's outside work day (on Sunday, 4/28 or 5/5)
- order new bricks in the near future

5. Financial reports

Current budget reports:

Ken noted that all is good, remaining funds are higher than this time last year.

Todd moved that the financial reports be accepted, Anna seconded; passed unanimously.

6. Old business

a. FY 25 budget:

We will meet with Town Admin, Selectmen, and Fin Comm this Thursday at 5:30 pm.

b. Annual fund (goal: 20,000): Current tally is approximately \$4000 down from last year at this time.

c. Library Giving Day:

Todd moved to publicize Library Giving Day through different media, Joan seconded; passed unanimously. We will send out an email blast using Mail Chimp with Bev's help and create a poster for display that may include a QR code.

d. Haydenville Library physical condition:

- Charlotte met with Dick Bart at the Haydenville Library who did some measuring in readiness for IFBs (Invitation for Bids) required for work there.

- Charlotte also spoke to Nick Caccamo who shared that the Town hired a firm, EDM, to produce the IFBs for work at the Town Hall and who will also manage the work. The board agreed that we need a document that contains all the pertinent information for all work needed on-site which EDM could provide. Charlotte will contact EDM to find out what they could do for us and how much it would cost. The IFBs that EDM provided for the work at the Town Hall did not include de-leading and painting. Bruce Tolda, a retired painter who lives in Haydenville, helped the town produce a lengthy document detailing that work. We could potentially use that document as a template or perhaps contact Bruce Tolda to see if he might help us as well.

e. Meekins and Haydenville Grounds:

Todd will plan for the purchase and pick-up of the materials that include a tree and 8 shrubs to fill the area where the Ash tree was removed. The estimated cost is \$1580 though Todd's discount will reduce that amount. Jim McSweeney of Hilltown tree and Garden has agreed to donate the labor for installation.

f. Community Outreach:

g. Endowment Fund:

Kevin spoke to a number of different individuals regarding setting up an endowment fund through Community Foundation of Western Mass. Charlotte asked him to write up his findings.

h. Library Hours:

- i. Board representative for next Friends' meeting:** Todd will attend.

7. New business:

- a. Trustee resources:** Charlotte shared information regarding MBLC resources that are useful to trustees. She will send out links to the MBLC listserv pages for trustees.

8. Action items:

9. Next meeting date: Tuesday, April 16, 2024.

10. Adjourn: The meeting was adjourned at 9:15 pm. Ken moved to adjourn, Kevin seconded; approved unanimously.

Documents cited:

Draft Minutes -
Director's Report –
Financial reports –
Agenda -
Action Items -
Book Keeper's Report –

Meekins Library Director's Report

March 2024

Community Connections

- Technology Help Tuesday, March 12, 10-12. Collaboration with Williamsburg Senior Center and TechConnect Northern Hilltowns COAs- <https://northernhilltownscoas.org/p/147/Tech-Connect>
- Cut the Cable Cord workshop on Saturday, April 20, 11am – 12. Tech Connect sponsored.
- All Hamptons +Burgy is participating in a community read. The book is *Master, Slave, Husband, Wife*. Historic Northampton is bringing in the author and a historic costume designer for a large event on April 9 live at the Unitarian Society. For more info visit: <https://forbeslibrary.org/events/all-hamptons-read-2024/>
- Hilltown Land Trust will be holding 5 Saturday morning climate resilience workshops at Meekins during April and May. Title: Climate Smart Landscapes at Home and Work.

Staff Updates

- The full staff will meet monthly on the first Monday of the month.

Programming

- Meekins Chess Club will meet on Tuesdays at 6 pm with Sky Heller leading and Ivan Harder assisting.
- See full list at end of report

Technology Updates

- A new catalog experience, Aspen Discovery, launched on March 4. There are some really exciting aspects and things to explore.
- Bev and Meghan met with Patrick Streck regarding Meekins as a location for the Alliance for Digital Equity to make tablets and Chromebooks available for free .

Maintenance and Repair- Building Updates

- Dick Bart, Town Building supervisor, came by to check on things. We discussed the riverside window replacement, black staining on the roof fascia of the new building, future maintenance issues.
- Discussion is in process for possible uses for Haydenville Library.
- Capital Improvement Plans (CIP) requests will be submitted for consideration this fiscal year for air conditioning in the Hawks Hayden Room and main library as well as dehumidification for the lower level. Jamrog has provided quotes for each individual unit to be addressed.

School updates

- We are working with ATD to work on plans for viewing the solar eclipse. Totality, or as close as we will get to totality (93%) will take place during dismissal.

Director Continuing Education and activities

- Bev to PLA (Public Library Association) Columbus, Ohio, Tuesday April 2- Friday, April 5, 2024. Full scholarship awarded by MBLC. Western Mass librarians attending will meet up for dinner in Columbus.

Respectfully submitted,

Bev Bullock



Programming

- Mending Workshop, Saturday, March 23-1pm – 3 pm button sewing jean patching, darning,
- Mill River Flood- 150th Anniversary- Eric Weber May 16, lecture, Fran Kidder Flood paintings for May
- Ensemble Galliard- Improvisations for Guitar and Recorder- March 10 4pm
- Stuffed Animal Sleepover Friday, March 15
- The Softer Side of Celtic concert - kick off National Library Week Sunday, April 7 4pm
- Solar Eclipse After school snacks on patio, Monday April 8.
- DEAR Saturday, April 13 drop in
- Jim Armenti, poetry reading along with Dave Madeloni, photography, Saturday April 13 @ 2pm
- Summer Reading – Read, exciting lineup
- Cultural Council Grants- Pastel Workshop (Oct 9), Lara Tupper (Memoir Writing: What's Your Story?), Caravan Puppets, Grumpytime Band Concert and Ice Cream Social Back to School(August)
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