

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, March 18, 2019, 7:00 pm

Meekins Library, Williamsburg, MA

Present: Cynthia Barker, Pat Billingsley, Joan Coryat, Katie Krol, Charlotte Meryman (recorder), Ed O'Neil, Rob Stinson. Guests: Anne Bussler.

1. The meeting was called to order by Joan at 7:10 pm.
2. Minutes
 - a. Charlotte designated as recorder
 - b. Feb. 19 minutes reviewed and amendments suggested. Cynthia moved to accept as amended, Rob seconded, unanimously approved.
3. Director's report
 - a. School program: no updates
 - b. Friends: The Friends received a \$3,071 Florence Savings Bank Customer Choice Community Grant, placing ninth out of 55 organizations! Katie joined Friends President Becky Houlihan and Treasurer Anne Bussler at the announcement event March 5 at the Look Park Garden House. In addition, the Friends will fund the Summer Reading Program again this year, providing \$350 for kids' prizes and \$250 for adult prizes, and approved Katie's request of \$350 for a new bookcase. Thank you, Friends!
 - c. Staff: Our regular cleaner is away for the winter and a substitute is handling the job.
 - d. Technology: Katie and Bobbin are still working with Paragus IT and C/W MARS to resolve a network issue involving the wireless printer, which most of the computers at Meekins have been unable to access. Katie, Bobbin, and Town Administrator Charlene Nardi met recently with representatives from Paragus and C/W MARS, and it was determined that the current switch providing the wireless signal needs to be replaced with a Meraki unit. The library will have to purchase it from C/W MARS. Paragus services are covered by the town under its IT contract.
 - e. Other news: Katie reported that the library hosted two highly successful, standing-room-only presentations this month: Author John Sinton spoke on his book *Devil's Den to Lickingwater: The Mill River Through Landscape & History*, and Peter Christoph shared his photographs and stories of Owls of New England.
4. Financial report
 - a. Annual Fund: Four additional donations were received over the past month, bringing the total to \$18,635! We have already exceeded our goal of \$18,500, due mainly to a large, unexpected donation received before the campaign's official start. It was agreed that the Board will still send a reminder postcard in May to those who have not yet given, as we continue to be concerned about donor retention and future fundraising levels under the new tax laws.
 - b. Budget status: Katie and Cynthia provided the monthly spreadsheets and reported that budget figures are on target.

5. Old business
 - a. Maintenance and repair: no updates
 - b. Director evaluation: Joan and Pat compiled the individual evaluations completed by Trustees into a single document, which they then distributed to board members and Katie. Joan, Pat, and Katie then met to discuss the results. As we are still refining the process, they noted in particular those criteria a majority of trustees said they did not have enough information to evaluate. It was agreed the director will report to the Board once a year on those items. In the meantime, Trustees are encouraged to regularly visit the Williamsburg Libraries web site and Facebook page, and the Meekins itself, to stay current. Katie also suggested an informal check-in every month or two with the chair and vice chair.
 - c. New Library Director search: We have thus far received only two qualified applicants, both of whom lack public library experience. It was suggested that the Board's earlier decision to require a Master's Degree in Library Science may have unnecessarily limited the candidate pool. The board agreed to re-advertise the position with the less restrictive education requirements from our 2014 director search and to extend the application deadline. Charlotte will rewrite and streamline the job description to make it more appealing. Pat will email the two existing candidates to let them know the job will be reposted and that they will remain under consideration. She also will explore additional venues for advertising the job and will talk with MBLC about options for naming an interim director, should that prove necessary.
 - d. FY20 budget request: We are not requesting any budget increases but have alerted the Finance Committee that we may need to revisit the Director's salary if we have difficulty hiring a qualified candidate.
 - e. Other old business: Both Cynthia and Charlotte will be running for re-election this year, having been successfully nominated at the Town Caucus.
6. New business
 - a. Anne Bussler, treasurer of the Friends group, discussed her concerns about recent misunderstandings between the Board and the Friends. The Board thanked Anne for sharing her thoughts and talked with her about ways we can improve communications between the two groups going forward. As an initial step, once our Director search has concluded, we hope to start sending representatives to each other's meetings. We also assured Anne that all Trustees meetings are open to the public, so members of the Friends are welcome to attend at any time.
7. Next regular meeting: Tuesday, April 16, 2019
8. Charlotte moved to adjourn at 9:50 pm, Ed seconded.

P. A. Billingsley