

Minutes

Board of Trustees of the Williamsburg Libraries

04/24/2017

Present: Pat Billingsley, Cynthia Barker (recorder), Joan Coryat, Jon Gould, Katie Krol, Charlotte Meryman, Rob Stinson

- 1.) The meeting was called to order by Pat at 7:04 P.M.
- 2.) Minutes
 - a. Cynthia was designated the recorder.
 - b. The draft minutes of 2/21/2017 were reviewed. Cynthia moved to approve the minutes, as amended. Charlotte seconded the motion. The minutes were unanimously approved.
 - c. The draft minutes of 3/20/2017 were reviewed. Charlotte moved to approve the minutes, as amended. Joan seconded the motion. The minutes were unanimously approved.
 - d. The draft minutes of 4/3/2017 were reviewed. Joan moved to approve the minutes, as amended. Cynthia seconded the motion. The minutes were unanimously approved.
- 3.) Director's Report
 - a. School library program update: Rochelle will be taking three weeks off in May; this will affect the school program. During this time, staff support to the school program will be limited to checking out books.
 - b. Friends news and updates: The Friends are sponsoring the appearance of Mary Joe Maichack at May Faire. The friends are also sponsoring a program at the beginning and end of summer reading.
 - c. Estate Planning Seminar with Karen Jackson: This event is "on hold" until the fall.
 - d. James Kitchen Sculptures: The sculptures have not been removed.
 - e. May Faire planning: We anticipate a wonderful day of activities on May 6, 2017. The only concern are potential safety issues if the smaller Kitchen Sculpture (currently lying on the ground) is not removed prior to the event. Pat will contact the Town Administrator for advice in resolving this concern.
- 4.) Financial Reports
 - a. Annual fund: Thus far, we have received \$16,910 (90% of our goal). We need to think about preparing a mailing to potential donors who have not yet responded to the first fund raising appeal letter.
 - b. Overall Budget-we are on budget, with the exception of maintenance; maintenance expenses may exceed budget by approximately \$1,000 by June 30, 2017 if present spending patterns continue. This issue is to be discussed at a special meeting of the Town Finance Committee, tomorrow. Monies remaining in the KMIT Fund were used to upgrade the children's room. The Board toured the room to see the wonderful addition of new carpeting, cushions, and a book rack "to go".
- 5.) Old business.
 - a. Meekins steps repair project: Jon reported that the repair project should begin this week. Tom Chalmers will act as project manager, and provide regular site visits to

monitor the work, and is available to answer our questions. Jon will forward to the Board a copy of his latest correspondence from Chalmers. Jon has also met with the new Town Building Supervisor, John Hoogstraten.

- b. Haydenville tree removal project: Rob reported that we may have necessary approval from the Conservation Commission so that the tree removal project can proceed in June. We may need to do some additional landscaping—Nick Dines has agreed to prepare a plan and provide funds for plantings. Rob is resolving all outstanding issues related to state requirements; the state eventually said that we don't need to prepare a letter of intent for the project.
- c. Donated art and artifacts policy: The Board reviewed the donated art and artifacts policy. After discussion, Charlotte moved to approve the policy with amendments. Rob seconded the motion. The motion was unanimously approved.
- d. Finance Committee meeting report: Pat and Katie presented our budget and justification to the Finance Committee this month. At the meeting, we received some questions from 2 members of the Finance Committee:
 - i. Do we charge rental fees for building usage to groups headquartered outside Williamsburg? We do not charge fees to these non-profit groups, and many of the group members are residents of Williamsburg. The Board decided not to change current policy.
 - ii. Do we charge fines for overdue books? Should we? Fines are currently limited to \$1/day for overdue DVD's. The Board believes that the small benefits associated with book fines do not justify the corresponding costs. Thus, there will be no change to current policy.

Pat also reported that the Town may be on the cusp of requesting an override. Should this occur, the Finance Committee may make such a request, requesting additional funding support for several items, including support for the Williamsburg Libraries.

- e. All boards meeting: Several library board members attended the "All Town Boards" meeting this month. There was some brief discussion about the new safety complex project; two possible locations are being considered: The James School and a location near the old Cumberland Farms.

6.) New Business.

- a. Town election reminder: The election will be held on May 1
- b. Planning for annual town meeting (June 5): Rob reported that an article for the Library is awaiting approval of the warrant.
- c. Final mailing of annual fund raising appeal. Charlotte agreed to draft the final appeal, with a mailing target date of May 15.

7.) Next meeting: Monday, May 15, 2017, 7:00 P.M.

8.) Meeting adjourned at 9:02 P.M.

Respectively submitted,

Cynthia Barker

