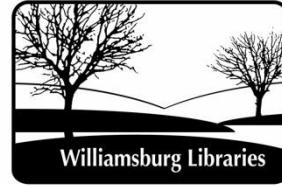


Board of Trustees of the Williamsburg Libraries
Minutes of Meeting May 15, 2017

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

1. The meeting was called to order by Pat at 7:05.
2. Minutes
 - a. 4/24/17 draft minutes were reviewed. Rob motioned to approve with minor revisions; Joan seconded. The motion was unanimously approved.
3. Director's Report
 - a. School Library Program: Students are at the library for 6 hours per visit over a 36-week period though many more hours are spent preparing for school library program. A discussion ensued on how best capture the number of hours that are required to support the program.
 - b. Friends of the Williamsburg Libraries raised approximately \$1800 on Valley Gives Day. The friends also helped out with the May Faire.
 - c. A date for the Karen Jackson Financial Planning seminar will be reconsidered at the end of August or early September.
 - d. The Kitchen small sculpture has been moved off the premises. The large sculpture is scheduled to be moved on June 6th.
 - e. The May Faire was a huge success with a large attendance.
 - f. Access to some of the State's databases including Opposing Viewpoints currently available has been lost for next year due to budget cuts.
4. Financial Reports
 - a. The annual fund currently stands at \$17,530, 92% of goal.
 - b. The maintenance budget went over which necessitated a request to the Financial Committee for a transfer of funds to cover the gap which was granted.
5. Old Business
 - a. Meekins and Haydenville Repair Projects:
 - i. Meekins step repair: Jon will schedule a project review meeting with Tom Chalmers. The work has started. They are currently dismantling the facing. When Jon stopped by the work site, he learned that the stone underneath the facing was in bad shape and may need to be replaced at an additional cost.
 - ii. Haydenville Library tree removal: Nick Dines, John Hoogstraten and Rob met with the Conservation Committee. We are required to file a Notice of Intent that includes a landscaping plan and erosion mitigation proposal that will be filed at the Registry of Deeds. In addition, we are required to put up signs and hold a Public Hearing which has been scheduled for May 25th. Nick Dines has already created the landscaping plan and erosion mitigation proposal. Nick thinks that the dump redemption fee will cover the costs of plantings.
 - b. The third annual fund mailing, a post card created by Charlotte, went out last week.
 - c. Finance Committee budget outcome: Two new part-time positions were approved by the Finance Committee. A request for additional monies to cover materials was turned down. Rob questioned how MLBC determines the dollar amount that libraries must spend on materials. Katie stated that a minimum of 19.5% must be spent on materials every year but the final amount is calculated based on the library budget.
 - d. Capital Planning:
 - i. Warrant is still being prepared for the town meeting.



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6. New Business
 - a. Annual town meeting will be held on June 5th. Pat will also post as a board meeting. Plan on sitting together.
7. Next Board meeting is scheduled for June 19th.
8. Cynthia motioned to adjourn; Joan seconded and all approved. Meeting adjourned at 8:??.

Respectfully Submitted,
Joan Coryat

P. A. Billingsley