

Board of Trustees of the Williamsburg Libraries  
Minutes of Meeting June 19, 2017

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Present: Katie Krol, Pat Billingsley, Cynthia Barker, Joan Coryat and Jon Gould (Recorder),

1. The meeting was called to order by Billingsley at 7:05.

2. May 15, 2017 draft minutes were reviewed. Barker motioned to approve with minor revisions; Gould seconded. Motion unanimously approved.

3. Director's Report

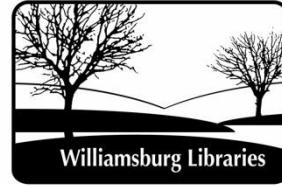
- a. School Library program update. The new contract contains a 2-percent increase, bringing the amount to \$15,484. Billingsley signed the contract and Krol will send it to the superintendent.
- b. Krol noted the Friends group had donated money to summer reading program.
- c. Jim Kitchen's sculptures have been removed from the lawn. Billingsley will send thank you note to Mr. Kitchen for allowing the library to display the artwork.
- d. Other library news: Denise Bannister noticed the linoleum cracking in the floor of bathrooms. Krol has also noticed that the cement in front of book drop has developed some craters. Krol will report both building issues to the town's building supervisor.

4. Financial reports

- a. Annual fund goal has been reached. We have raised \$18,887. This year's goal was \$18,750. It was noted that postcard mailing did not yield many donations.
- b. Overall budget. John Palmer reported to Krol nothing of special concern though maintenance costs have gone over budget. It was noted that we asked for an additional amount of approximately \$1894 from the Finance Committee for that line and that request was approved. If the S&J Jamrog bill comes in before the fiscal year ends in the next couple of weeks we may have to go back to the Finance Committee to get approval for additional funds for the maintenance account.
- c. End of year budget reconciliation. Everything is on track and processes are in place should unanticipated expenses arise.

5. Old Business

- a. Town meeting wrap-up. It was noted that the article to increase the scope of work in the attic space was approved.
- b. Krol reported that the Girls on the Run group presented \$101.02 to the library's annual fund from a bake sale the girls held. The Country Journal did a story about the donation and the annual fund.
- c. Meekins' steps repair. Gould updated the board about the work progress and noted that he had requested Tom Chalmers to arrange a meeting between Champlain and interested parties in town to review the work so far.
- d. School program estimated expenses. Barker presented a worksheet which outlines how much it costs the library to run the elementary school programs. Billingsley will send the worksheet to Kayla Solomon and Billingsley will ask whether the school board would like us to make a presentation about it.



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6. New Business

- a. Election of Officers. Postponed until next meeting.
- b. Drafts of Privacy policy and Lost and Found policy were reviewed and several changes were discussed. Voting was postponed.
- c. Out of State Patrons policy. Krol recommended that we come up with an amount to charge out-of-state patrons for a yearly library card and presented a draft policy. Barker moved that the policy be adopted as amended. Coryat seconded. Unanimously approved.
- d. Next year we may consider adding a box to check if annual fund donors are willing to be acknowledged publicly.
- e. Billingsley will ask Charlene Nardi if results are available for the town-wide salary survey.

7. Next meeting: Monday, July 17, 2017 at 7 pm.

8. Adjournment. Coryat motioned; Barker seconded. Approved unanimously at 9:04 pm.

*P. A. Billingsley*