

## **Minutes for the Board of Trustees of the Williamsburg Libraries**

Monday, July 17, 2017, 7:00 p.m.  
Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Cynthia Barker, Joan Coryat, Jon Gould, Charlotte Meryman, Katie Krol. Absent: Rob Stinson

1. Meeting called to order at 7:07 pm by Billingsley
2. Minutes
  - a. Meryman designated as recorder
  - b. June 19 meeting minutes reviewed and corrected. Barker moved to accept as amended, Coryat seconded, unanimously approved.
3. FY 18 required activities
  - a. Election of officers: Meryman nominated Billingsley as chairperson, Coryat seconded, unanimously approved. Billingsley nominated Barker as treasurer, Meryman seconded, unanimously approved.
  - b. Meeting dates: Schedule reviewed and meeting dates set.
4. Director's report
  - a. School library program: Barker shared the sheet she and Krol compiled for the school committee detailing the program costs for FY 2016-17.
  - b. Friends update: The May Faire will be held again next year, with the assistance of the Friends. The Friends declined a donation of 3,000 books from Willo Carey, due to the work involved in retrieving and storing them. The board discussed potential alternative Book Sale strategies.
  - c. Greta Carey paintings: Willo Carey would like to donate a large number of her mother's paintings to the library to sell. The board discussed possibilities for managing such a sale. It was agreed that Billingsley will talk further with Carey about her expectations and make a site visit (with Meryman if available) to assess the number, size and other particulars so the board can better determine an appropriate course of action.
  - d. Other library news: Krol distributed the latest CWMARS invoice detailing a breakdown of their charges. Coryat will try to reschedule for the fall a postponed estate planning workshop by financial adviser Karen Jackson.
5. Financial reports
  - a. Krol reported that the Annual Fund concluded June 30 with a final tally of \$20,038, surpassing the goal. Twenty-two donations totaling \$2,193 were received in June, likely prompted by the end-of-fiscal-year deadline and the reminder postcards mailed in May.
  - b. Overall budget: Krol distributed the latest spreadsheets and noted that DVD fines (\$1 per day) are bringing in \$4,000-\$5,000 a year. The board expressed its appreciation to John Palmer for his diligent computer work preparing reports, budgets, fundraising letters, and other materials, far beyond his paid hours.

- c. Annual Fund target: Barker moved to retain the current goal of \$18,750 for FY 19, Gould seconded, passed unanimously.
6. Old business
    - a. Meekins steps and insulation: Gould has been in touch with Tom Chalmers, who is waiting to hear back from the company as to when they expect the cheek wall stone, now on order, to arrive. Billingsley asked that Krol post an update on the library web site. Gould reported that he and John Hoogstraten toured the attic from the inside and will do an exterior inspection from the roof. Their goal is to provide the architect with as much information as possible, in order to reduce fees and maximize the amount of money available for the actual insulation work.
    - b. Haydenville repairs: Gould reported he was impressed with the extent of work John Hoogstraten and Nick Dines have done on the back side of the building, including a rock retaining wall and drainage system.
    - c. School program was erroneously listed on the agenda here. In other old business, Krol reported that a dead tree that fell across the river from the far side and landed on the iron fence, damaging one tine. Nick Dines removed the tree promptly and is working to arrange repair of the tine. Billingsley reported she sent a thank you note to Jim Kitchen for the loan of his work, recently removed from the Meekins lawn.
  7. New business
    - a. A Patron Privacy Policy, drafted by Krol, was reviewed and changes suggested. Meryman moved to accept as amended, Barker seconded, approved unanimously.
    - b. A Lost & Found Policy, drafted by Krol, was reviewed and changes suggested. Barker moved to accept as amended, Coryat seconded, approved unanimously.
    - c. Meekins landscaping: Discussion was deferred until Nick Dines, who drew up the original plans, can be present. Billingsley will invite him to the September meeting.
    - d. FY18 activity goals: The board agreed to the following goals for the coming fiscal year: Plan and execute the sale of donated Greta Carey artworks; Complete the Meekins landscaping plan; Continue to formalize library policies.
  8. Next meeting: Tuesday, Sept. 19, 2017, 7:00 pm
  9. Meeting adjourned at 8:59 pm.

Respectfully submitted,

Charlotte Meryman

