

**MINUTES**  
**Board of Trustees of the Williamsburg Libraries**  
Tuesday, 21 April 2020, 7:00 pm (via Zoom)

Present: Pat Billingsley (recorder), Ken Borden, Joan Coryat, Charlotte Meryman, Rob Stinson, Bev Bullock (director)  
Guest: Maureen O'Brien

1. The meeting was called to order by Joan at 7:04 pm.
2. Pat was designated as recorder. The draft minutes of the April 1st meeting were approved as amended. (Ken moved, Pat second, approved unanimously)
3. Director's report (Bev)
  - a. Community connections
    - i. Bev has been meeting weekly with town department heads by teleconference to discuss the town's response to the coronavirus. Each department reported activity related to their virus response.
    - ii. Area libraries are placing an ad in the Gazette in conjunction with National Library Week. The ads will to run on 4 consecutive Wednesdays to remind readers that libraries are still here to help and also support the Gazette during a time when they are losing ad revenue. The idea was generated by Deb Kern for Northfield and areas surrounding Greenfield; their ad will run in the Recorder.
  - b. Staff updates
    - i. Staff are still emptying the book drop and getting deliveries from UPS and FedEx. Laurie is doing deep cleaning throughout the library. Collection weeding projects are occupying the time of four staff members
    - ii. Zoom staff meeting is scheduled for Wed. April 22
  - c. Programming
    - i. Daria suggested a new initiative asking townspeople for reflections and/or photographs relating to the response to Covid-19. A Google form will be posted on the Meekins website, Facebook page, and Instagram.
    - ii. All programming has been postponed until further notice.
    - iii. Some staff are working from home on alternate summer reading programming, as there is still a lot of uncertainty about what will be possible.
  - d. Technology updates
    - i. The Friends approved funds for cabling to a new access point and additional outlets in the Riverside Room.
    - ii. The Piper Webs website upgrade is pending.
    - iii. Funding for a new replacement computer was approved by the Friends. Bev is researching specs and options.
  - e. School updates: None at this time.
  - f. Friends news and updates

- i. At their April 7 meeting, the Friends approved requests totaling \$3,182 to cover rug and carpet cleaning, electrical cabling, a new CWMARS WiFi access point, and Constant Contact email service for the library.
    - ii. The Friends fall book sale is pending. There is a good supply of donated and de-accessioned books available in storage if the sale happens.
  - g. Building maintenance and repair
    - i. Dan Hathaway has not yet begun repairing the leak in the main entrance roof.
    - ii. The rugs and carpets will be cleaned on Friday, May 1. Staff will need to move furniture and other items beforehand; Rob and Ken volunteered to help.
  - h. Other news
    - i. Continuing education: Bev attended an April 16th Zoom meeting for new CWMARS Directors that was very helpful.
    - ii. On April 21, Bev attended a virtual meeting with a tech from RB Digital regarding our Acorn TV subscription and other resources.
    - iii. Bev has been seeking a home for several large boxes of old Life magazines that have been in storage under the stairs for many years. The magazines are damp and musty and have no archival value. At Daria's suggestion, Bev contacted Rich Evan of Periodyssey, an archival periodical company in Northampton, who agreed to take them all. He will pick them up later this week and make a donation to the library in return.
    - iv. Bev sent out press releases about the library's 4-star rating to Peter Spotts of the Country Journal and Fran Ryan of the Gazette.
    - v. Bev talked with Nick Dines about the best type of fixture to replace an outdoor light that was damaged by a driver last year. The discussion is ongoing.
- 4. Financial reports
  - a. Annual fund: No new donations have been received since our last meeting. To date, \$16,072 has been donated towards our target of \$18,500.
  - b. The board reviewed the current budget reports provided by bookkeeper John Palmer. Bev explained that a \$684 amount listed under General Accounts was to cover her initial week of training with Katie Krol.
  - c. Bev noted that our maintenance account is now in deficit, so she will need to request an additional reserve funds transfer before the end of the fiscal year.
  - d. Pat shared relevant information provided by the MBLC in a recent webinar. Due to restrictions caused by the coronavirus, MBLC has decided that all public libraries will be considered to have fully met the requirements for open hours and materials expenditures for FY20, so none will need to apply for special status and all can continue to apply for state aid in FY21. They do not plan to change the municipal appropriation requirement for FY20, but they will place no limit on the number of waivers that can be granted. The waiver limit will return to 10 in FY21.
- 5. Old business
  - a. Annual campaign:
    - i. The board discussed whether to proceed with plans to send an email message about the campaign to potential donors in early May. Inspired by Abbie von

Schlegell's "fundraising for non-profits" webinar (recommended by Maureen), Pat will compose a rough draft and send it to Charlotte for further editing.

- ii. Charlotte will work with Naomi Schmidt to produce a print-ready version of her draft design for promotional magnets.
- iii. Rob and Maureen will talk with Abbie von Schlegell about the DonorSearch system and its potential value for the board.
- b. Board vacancy: Pat reported that Cynthia Barker officially resigned from the board as of April 1st. The board discussed potential candidates to fill the open position by appointment until the FY21 town election. The discussion will continue at our next meeting.
- c. Long Range Plan: The MBLC has extended the deadline for LRPs due this October for an additional year, to October 2021. Bev is currently reviewing our existing LRP as well as several resources recommended by the MBLC in preparation for beginning the plan-development process. One initial task is to complete an updated action plan by December 2020, which will ensure that we remain eligible to apply for LSTA grants of interest. Bev will try to develop a first draft for our next meeting.
- d. FY21 town budget request: Our proposed budget for FY21 is already level-funded. We don't yet know whether the Finance Committee will be asking town departments to make any additional cuts.
- e. Annual town meeting warrant articles: Rob submitted two draft warrant articles to Charlene for consideration by the FinCom and Selectboard. The articles are requesting \$2,700 to replace the fire alarm control panel and \$9,850 to replace the damaged walkway to the historical entrance.
- f. Photography & video policy: The board reviewed Bev's draft policy and suggested some changes. Bev will bring a revised draft to the next meeting.
- g. Joan will attend the next Friends meeting (May 11) to represent the board.

## 6. New business

- a. Meekins Library Corporation:
  - i. Pat and Bev recently learned via a letter from the IRS that the MLC has lost its tax-exempt status because no state or federal tax returns were filed for the corporation for the past 3 years. This presents a very challenging situation since our recently-resigned treasurer, who was in charge of filing the returns, has moved out of state. Pat and Ken have been reviewing the few records we have available, with the ultimate goal of filing the missing returns and regaining the corporation's tax-exempt status. Dick Kisloski and Eileen Stewart have both offered to help where they can.
  - ii. Pat mentioned that ten years ago the Trust Fund Commissioners raised the idea of dissolving the corporation, but no further steps were taken at that time. After discussion by the board, she volunteered to ask Dick Kisloski about the potential impact of possible dissolution on distribution of the remaining funds in the underlying trust.
- b. Staff pay equity project: Pat mentioned that the Selectboard relied in part on data from a survey of local salaries in their recent decision to raise the police chief's salary, which sets a good precedent for our planned efforts on behalf of the library staff. Additional discussion was tabled until our next meeting.

- c. April Friends meeting (via Zoom): Maureen reported that, in addition to approving the new expenditures described in the director's report, the group discussed creating new categories for the book sale and plans for their next membership drive. They were also very appreciative of Ken's participation.
- 7. The board reviewed the status of the action items from our last meeting.
- 8. Next meeting date: Monday, 18 May 2020, via Zoom.
- 9. The meeting was adjourned at 9:13 pm. (Rob moved, Charlotte seconded, unanimous)

*P. A. Billingsley*