

Minutes for the Board of Trustees of the Williamsburg Libraries  
Tuesday, June 19 2018  
Meekins Library, Williamsburg, MA

Present: Pat Billingsley, Cynthia Barker, Joan Coryat, Jon Gould, Katie Krol, Charlotte Meryman, Rob Stinson (recorder), Guest/Trustee Elect: Ed O'Neil

1. Pat called the meeting to order at 7:07.
2. Minutes: The minutes for the 5/21/18 meeting were reviewed. Cynthia moved to accept as submitted. Joan seconded. Unanimously approved.
3. Director's Report:
  - a. School Program Updates - Katie distributed the semi-annual invoice to the school for school library services. Katie apprised the Board of a request from Stacey Jenkins to schedule all library classes on Thursdays. Katie explained her reluctance to accommodate this request, given that the current Thursday schedule of handling the routine material logistics, hosting three back-to-back school classes followed immediately by opening the library for patrons at 3 p.m. places considerable stress on staff. Katie felt that implementing the requested schedule of school classes would greatly exacerbate stress on staff and may entail disrupting the hours of operation for public patrons. After further discussion, the Board agreed that more information is needed to better understand the reasons for the request. Katie will convey to Stacey the Board's concerns and the preference to retain a two-day library class schedule, while meeting the school's needs to the extent feasible.
  - b. Friends News and Updates – Katie has requested Friends support for a new summer reading program. The program will include a visit by staff from the Eric Carle Museum.
  - c. Staff Updates - Katie indicated that Moira Cranshaw is doing an excellent job as the new Kmit Childrens' Programming Librarian. Katie reported that she has received a resume from a seemingly well qualified candidate for the 5 hr/wk circulation assistant position. Both Rochelle and Daria are back on their normal work schedules.
  - d. Other library News – Katie shared a photo of a wagon, hand-crafted by Roy Beales, to be given as the grand prize in the summer reading program. Katie sent a letter of appreciation to Roy. Additional Spanish reading materials are being sought for new Spanish speaking families in town. Katie will speak to Charlene about addressing an item in the Select Board minutes concerning an incorrect representation that Katie was invited but did not attend a capital planning meeting that was to consider a request for a new Meekins walkway. That capital planning request had been

withdrawn prior to the capital planning meeting.

4. Financial reports:

- a. Annual Fund status: Katie distributed an update for the annual fund showing that through mid-June there was less than \$1000 left to reaching the goal of \$18,750. Charlotte prepared and mailed the third solicitation on May 29. There was a noticeable uptick in donations. In the event that the goal is not met, it is anticipated that funds will be sufficient to cover needs. Katie reported that several library patrons who were not on the mailing list have given donations and will be added to the list for the future.
- b. Current Budget Status: Katie distributed a set of financial reports. The budget is on track. A reserve fund transfer request for \$1,213.34 to cover the maintenance expense overage was approved on June 4. For FY 19 it is anticipated that there will again be a maintenance shortfall. Proceeds from the Greta Carey Project have been reflected in the profit/loss statement. Pat suggested that Cynthia offer a financial statement refresher/tutorial at the July meeting. Cynthia agreed to do so. Cynthia indicated that the Meekins Corporation tax filing is almost complete.

5. Old Business:

- a. Annual Campaign Final Mailing Update: completed, see item 4 a.
- b. Meekins repair projects: Jon reported that Tom Chalmers has asked Champlain Masonry for an estimate to complete needed grouting. As yet no reply from Champlain. To expedite the communication, Rob offered to contact Champlain directly after first checking with John Hoogstraten. Austin Design will not be charging a fee for monitoring the attic work; the money saved will be available to cover the masonry repointing work to be done by Champlain or another vendor.
- c. Haydenville repair projects: Jon referred to an email from John Hoogstraten concerning improvements to the Haydenville Library. John is working with Nick Dines and Charlene to install an exterior faucet for gardening needs. For insurance reasons John will be replacing the cracked window panes. He will also attend to minor carpentry needs including loose trim, caulking and general maintenance, and any minor roof repairs. He will better assess the roof's condition. Katie asked that she be notified when future work is scheduled.
- d. Library endowment fund/foundation: Following a discussion of the challenges associated with the creation of an endowment and foundation during a period of unrelenting municipal fiscal stress and the current difficulty in meeting annual campaign goals, Charlotte moved to indefinitely table consideration of establishing such a foundation. Joan seconded the motion. Approved unanimously. It was noted that the Greta Carey Fund is available to accept large donations or bequests.

6. New Business:

- a. Performance review plan: Pat initiated a discussion of the Director review process and materials provided by Charlene, including the job description and review forms used in the past by town departments. It was agreed that the review would not be part of the budget process but, rather, would be an opportunity for mutual feedback. Unless the town personnel policy dictates otherwise, the review process will be initiated at the beginning of 2019. Katie requested that the job description be corrected by changing the hours per week from 37 ½ to 35. Pat requested that Katie and Board members give the town forms a thorough review and be prepared to make any changes at the July meeting. Pat will ask Charlene for information about the timetable used by other departments and guidance on how to use evaluation forms designed to be completed by staff.
  - b. Rotating Chair proposal: Pat recounted the abruptness of the previous chair's resignation and the need for an orderly, planned succession of the chairperson, permitting some overlap that would assist in the transition. A rotating chair system would encourage a broadening of administrative capabilities among Board members. A possible two-year term rotation schedule based on Board seniority was distributed by Pat. The Board discussed the merits of a one-year vs. two-year term and the possibility of creating a vice chair position. Charlotte suggested that the rotation should be in conformance with the respective terms of Board members. It was agreed that the treasurer would be exempt from the rotation schedule. It was also agreed to defer adopting a version of the proposal until the July meeting when officers are elected.
7. Farewell to Jon: The Board expressed its profound appreciation for Jon's dedicated service. Jon stated how much he has enjoyed his tenure as a Trustee.
8. Next meeting date: July 16, 2018
9. Meeting adjourned at 8:47 p.m.

*P.A. Billingsley*