

Minutes for the Board of Trustees of the Williamsburg Libraries

Tuesday, February 20, 2018, 7:00 p.m.

Meekins Library, Williamsburg, MA

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

1. The meeting was called to order by Pat at 7:10.
2. Minutes
 - a. Charlotte designated as recorder
 - b. Jan. 16 minutes reviewed and additional detail added. Joan moved to accept as amended, Cynthia seconded, unanimously approved.
3. Director's report
 - a. No school news to report
 - b. Katie reported that the Friends have agreed to cover the purchase of a new projector and speaker system for the library, which Katie is researching.
 - c. Katie reported the snow removal bill for January was \$600, received after she had notified the Finance Committee of a prior maintenance overrun. The FinCom has not yet responded to that request, but a subsequent one will be needed.
 - d. Katie reported that Daria broke her wrist last week slipping on ice outside her home and is not currently able to work. Katie expects to have an update by the end of the week as to how long she will be out. In the interim, Katie is putting in many extra hours on the desk herself.
 - e. Katie reported the library and Hilltown Land Trust will host a mushroom identification talk and walk on Saturday, May 19. It is hoped both the weather and the fungi will cooperate!
4. Financial reports
 - a. Annual Fund collections to date total \$10,195 from 74 donors, significantly below last year's levels. By this point last year, the Fund had already received \$12,890 from 90 donors. Joan put up the sandwich-board sign tracking donations outside Meekins earlier this month.
 - b. Katie distributed the latest fiscal year spreadsheets and noted that a new line has been added to account for income from the Friends of the Williamsburg Libraries.
5. Old Business
 - a. The FY19 budget request, voted on at the last meeting, has been submitted to the FinCom. The library is requesting an additional \$1,410 for maintenance (from \$13,590 annually to \$15,000) in an effort to address regular overruns. The library is also asking that the budget for books and supplies be increased from \$1,500 to \$3,000, out of concern that the current reduced level of

Annual Fund giving may continue in the next fiscal year. The library relies on Annual Fund income, which totaled just over \$20,000 in FY17, to meet state-mandated spending levels for new materials.

- b. Jon read an email from Tom Chalmers to John Hoogstraten regarding the need for additional caulking in the stone band around the base of the new addition, to prevent moisture infiltration and frost damage. Champlain will submit an estimate for this work, and also will add mortar to the joints in the newly completed stair walls at the front of the original building. Rob shared an estimate of \$3,360 from Cellu-Spray for the attic insulation. Architect fees for the project are \$1,500 and lumber costs, \$90. Jim Locke and Rich Heiman previously did work that has not yet been billed, and John Hoogstraten will need to apply his own hours to the budget as well, but all indications are the total cost will be well below the \$15,000 set aside for the project. Jon said it has been decided that the stained glass window in the dome can be repaired in place, thus saving the considerable expense of removing, rebuilding, and reinstalling it. When the work is completed, a sensor will be installed to monitor temperature and humidity in the attic, Rob reported.
 - c. The board expressed its appreciation to the American Legion for donating a new American flag to replace the worn-out one at the Haydenville Library, and to Rob for arranging for the donation. Katie has written the Legion to thank them.
 - d. Charlotte will finalize the Annual Fund letter to new residents this week, and Katie will send out the mailing next week, using the list Rob compiled from recent home sales. Because Annual Fund donations are lagging, the board agreed to send out a second reminder to all those who donated last year but have not yet donated to this year's fund (130-140 people). Charlotte and Joan will draft text for a postcard and circulate it for feedback. The card will be printed and mailed as soon as possible, so as to be received before publicity begins for the Greta Carey celebration and art sales in April. Another "last chance to give" postcard, similar to the one sent last year, will be mailed in May to all potential donors who still have not responded. Joan offered to create a graphic for the library web site similar to the sign on the lawn, to be featured on the landing page and updated regularly.
 - e. The board agreed to postpone for several months any discussion about the possibility of creating a non-profit library foundation, which was suggested by Eileen Stewart. Rob has been gathering information and, as part of that process, volunteered to attend a state workshop March 22 in Boston on setting up new non-profits. He will share what he learns when the board turns its attention to this topic after the Greta Carey celebration.
6. New business
- a. The board considered setting a higher at-the-door ticket price for the April 27 Greta Carey reception and auction, in order to encourage advance sales and gain a better sense of projected attendance levels. After discussion, Charlotte moved to retain the previously approved price of \$15 for all tickets, Joan seconded, unanimously approved.

- b. Members were reminded that outstanding conflict-of-interest certifications need to be submitted by next month.
 - c. Capital planning requests are due to FinCom next week. Our most pressing need is replacing the walkway leading to the original building, which is cracked and heaving and is a fall hazard. Rob is working to obtain a cost estimate from Nick Dines, who has ideas for the area. Board members reiterated their interest in turning the entrance into a landscaped memorial to Jim Locke. Katie will ask John Hoogstraten for help in completing the rest of the five-year capital plan.
 - d. Charlotte noted that Worthington is seeking floats for their 250th parade in June. It was agreed that such an undertaking would be too labor-intensive for the library.
 - e. Both Joan's and Jon's terms expire this year. Joan is seeking reelection, but Jon has announced he will not run, due to other demands on his time. Board members will spread the word to potential candidates, one of whom attended this meeting as an observer. The nominating caucus is March 5 at 7 p.m. in the Town Offices.
7. Joan moved to adjourn at 8:52 p.m., Cynthia seconded, unanimously approved.

P. A. Billingsley