

Minutes for the Board of Trustees of the Williamsburg Libraries

Tuesday, April 20, 2020, 7:00 pm

Virtual meeting via Zoom

Present: Pat Billingsley, Ken Borden, Bev Bullock, Joan Coryat, Charlotte Meryman (recorder), Rob Stinson. Absent: Fred Goodhue. Guests: Susan Waltner, John Palmer

1. The meeting was called to order by Joan at 7:04 pm.
2. Minutes
 - a. Charlotte designated as recorder
 - b. March 15 minutes reviewed and amendments suggested. Charlotte moved to accept as amended, Ken seconded, unanimously approved.
3. Director's report (appended)
 - a. **Covid-19 restrictions:** Browsing, when it begins, will likely be by appointment, with a limited number of patrons in each section. Bev has been investigating appointment systems and feels the best option for now may be just taking reservations by phone. Wed afternoons will be reserved for families. The Mass Board of Library Commissioners has authorized libraries to maintain a short-term record of patron visits for potential contact tracing.
 - b. **Community connections:** see Report
 - c. **Senior services:** Bev wrote a small blurb on library offerings for the next senior center newsletter. Pat suggested she propose a small monthly column.
 - d. **Staff updates:** For now, Amber, Lisa, and Rochelle are taking over Michele's desk and bin-emptying duties. Bev would like to fill Michele's position with a new hire dedicated mainly to social media and web site work. This has not yet been advertised.
 - e. **Library programming:** see Report
 - f. **Technology updates:** Beta templates for the new library web site should be available this week. Bev will ask that they be made available to trustees.
 - g. **School program updates:** The Dunphy School has resumed in-person classes, and it's possible library visits will recommence, but this is still under discussion.
 - h. **Friends news and updates:** Friends president Susan Waltner reported that their board is low in numbers due to several departures and that they are actively recruiting new members. Their biggest challenge is fulfilling their fund-raising mission during the pandemic.
 - i. **Maintenance and repair updates:** Rob raised the possibility of shopping around for a better deal on elevator servicing. Bev will discuss with Charlene.
 - j. **Other library news:** see Report
4. Financial reports
 - a. **Annual Fund status:** The number of donors has reached the normal yearly total, yet we are still more than \$4,000 short of our goal of \$18,500.

- b. **Updates to financial reports labels/annotations:** Ken is awaiting John Palmer's response to the proposed changes.
- c. **Current budget reports:** Bev noted that Acorn TV streaming service, which has been popular with our patrons during the pandemic, will no longer be available through Overdrive. Bev plans to sign up for Hoopla streaming instead, using funds from the materials budget. She is also considering Kanopy streaming service. Bev noted that income is down during the pandemic due to cancellation of the winter Meekins Market fundraiser, the suspension of fines, and the lack of random donations from visiting patrons. Pat moved that the Board accept the financial reports as submitted, Rob seconded; unanimously approved.

5. Old business

- a. **2021-2022 budget:** The board will ask to speak to the Finance Committee April 22 regarding the library's FY22 budget request. Joan will schedule. The data behind the request was reviewed, with bookkeeper John Palmer joining the meeting to answer questions and provide additional detail. Bev, John, Joan, Ken and Pat will meet April 21 to finalize our presentation.
- b. **Annual campaign:** Response to the March reminder postcard was minimal. Joan has put up the lawn sign. Charlotte will ask to have a notice posted on the town welcome boards and will work on a possible matching challenge.
- c. **Long-range strategic plan:** Subcommittee (Bev, Joan, Ken, Charlotte) met April 15 to begin planning the process. Their next meeting is April 23.
- d. **Meekins Library Corporation tax status:** The IRS sent another notification March 22 that tax-exempt status has been revoked (effective Nov. 15, 2019), due to the failure of the incorporators (the town's Trust Fund Commission) to file tax returns. The cost to apply for reinstatement is \$600, while the trust yields only about \$1,000 a year in gross income. The board discussed again whether reinstatement is worth the expense. Ken noted that tax returns will need to be filed either way, and that the corporate return is even more complicated than the non-profit return. Charlotte moved that board pursue reinstatement of non-profit status for the Meekins Library Corporation and payment of any associated fees. Pat seconded. Unanimously approved. Who will prepare and file returns in the future remains unresolved. Charlene has recommended trustee representatives arrange a joint meeting with the Trust Fund Commission to discuss the matter.
- e. **Anne T. Dunphy School Subcommittee:** Joan reported that the joint trustees/School Committee subcommittee has met once and will meet again the week of April 26. She said Principal Stacey Jenkins wants the ability to pick and choose library services on an annual basis, which trustees noted would create an untenable level of budget and staffing uncertainty for the library. Pat suggested the possibility of a reliable baseline budget with some additional pieces that could fluctuate year to year. Pat also suggested contacting the Pelham library, which has a similar arrangement, to learn how their school services are funded.
- f. **Library reopening plans:** See 3.a.

- g. **Staff pay equity project:** no update
- h. **Board representative to next Friends meeting:** Rob will attend May 10.

6. New business

- a. **Senior volunteer tax relief for lawn mowing:** Rob asked if it might be possible to have a volunteer mow the Meekins lawn through the town's tax relief program. Bev said reliability is a key issue. She noted Ken Woofenden currently gives us a discount on the mowing, as it is bundled with snow removal. It was agreed to leave the arrangement as is.
- b. **Haydenville library status:** Annual maintenance costs (including heating oil, electricity, and insurance) were \$1,898 for FY19 and \$1,549 for FY20, all of which is paid by the town. Bev said a neighbor is voluntarily mowing the lawn and snowblowing the sidewalk. Rob raised the possibility of asking for donations from groups that use the space for meetings, to help offset costs. It was noted that the exterior appearance is deteriorating. Rob suggested a volunteer painting project. He will purchase a lead paint test kit to determine whether professional handling is required.

7. Next meeting date: Monday, May 17, 2021

8. Ken moved to adjourn at 9:53 pm, Rob seconded, approved unanimously.

Meekins Library Director's Report

Bev Bullock

April 20, 2021

Community Connections

- All Hamptons Read group continues to meet
- The Senior Center will be including a special section for the Library in their May newsletter

Covid next steps

- We have eliminated book quarantine at the recommendation of CDC guidelines.
- Most nice days we are rolling book carts out on the patio. People have loved this and our circulation is increasing
- Now that Hawks Hayden Room has been freed up we can use the room for rainy day browsing, classes from ATD, meetings?
- Most staff have been vaccinated.
- Open browsing Tuesdays and Thursdays. Wednesdays for Family after school browsing. Begin first week of May.

Staff Updates

- Michele Morales will be leaving the week of April 17. Staff, Trustees and Friends presented Michele with \$500! A lovely gathering was held on the patio on Saturday, April 10. Food and beverages were brought by individuals and the Friends gave funds to purchase drinks and catering platters. At least 60 people attended.
- Scheduling to fill Michele's hours have been rearranged for the time being using our existing staff

Programming

- Ongoing- Storytimes on Facebook, recorded in our YouTube channel. Poetry Circle meets on our Zoom the first Thursday of the month. Burgy Bookshare meets 1x a month.
- Naomi continues to offer zoom based programs and take away craft kits.
- Roland Merullo book event had 17 attendees
- All Hamptons Read- Book Club 4/15/21 and author event- 4/27/21 The author event sign up is ready. Emily St. John Mandel- click on link below
- https://wgbh.zoom.us/webinar/register/WN_2TazpTEmQIKgLKgeCf1Upw
- Drop Everything and Read- DEAR Monday, April 12-3=4 pm. We had several staff and volunteer readers and a story on the patio.

Technology Updates

- Renewed CW Mars contract for desktop support for 7 computers

Maintenance and Repair- Building Update

- Jamrog has partially completed the mini-split work. They need to come back to complete and evaluate other systems. Nicole contacted 4/14/21

School updates

- Classes are back in person. We are working on plans to have kids come for browsing and possible in library classes
- The first meeting of the School Library subcommittee took place on April 8. Next meeting April 29, 4pm

Friends News and Updates-

Director Continuing Education and activities

- Social Justice Committee- monthly meeting. In April we discussed a possible CWMARS statement pertaining to Asian American violence
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Long Range Planning for 2021-

Wednesday April 14, I attended Strategic Planning: Workshop and Co- Working sessions. Very helpful. There are two more Co-working sessions coming up in May and June

First meeting of the Trustee subcommittee on the long-range plan- Thursday, April 15, 3pm