

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, April 18, 2018, 7:00 pm

Meekins Library, Williamsburg, MA

Present: Cynthia Barker, Pat Billingsley, Jon Gould (recorder), Katie Krol, Charlotte Meryman, and Rob Stinson.

1. The meeting was called to order by Pat at 7:05 pm.

2. Minutes

- a. Jon was designated as recorder.
- b. March 19 minutes were reviewed. Cynthia motioned to accept minutes as amended, Charlotte seconded, unanimously approved.

3. Director's report

- a. Katie noted that we were notified as an abutter that a pet grooming business is starting up near the Haydenville Library.
- b. The Friends received \$4,100 in the Florence Bank Customer Choice Community Grants program. The library was the third highest vote getter.
- c. No updates related to the school program.
- d. The Friends have offered to buy two new public computers for the library. Katie reported that the public computers are outdated such that Paragus IT could not keep the operating systems up to date.
- e. After repeated contact from Katie, CWMARS is scheduled to come next week to install the new routers for the new WIFI.
- f. The library continues to be short-staffed as Rochelle injured her knee recently in a fall on the ice near her house. Daria is back after recovering from her wrist injury. Moira Cranshaw was hired to replace Wendy Peppercorn as the 15-hour per week KMIT librarian. Katie is now looking to fill the 5-hour per week circulation position that Moira held.
- g. Police chief Denise Wickland did a walk through of the Meekins to examine safety issues in the library. Katie said Denise was planning to return to discuss safety strategies with the staff and the library is planning to do safety drills with two groups of students.

4. Financial matters

- a. The Finance Committee approved our request to transfer \$1752.80 from the town's reserve account to the library's FY18 maintenance budget.
- b. FY19 budget requests have not been voted by the Finance Committee.
- c. Cynthia said we have received from the IRS a letter saying we have missed submitting a certain form as part of the Meekins Library Trust tax filings. Cynthia plans to submit the form.
- d. Annual fund total is \$15,145, approximately 80 percent of our goal. The total is about \$1000 less than last year's total at this point.
- e. Katie said there was nothing noteworthy about the overall budget figures for FY18.
- f. Katie reported that she purchased an AWE Early Literacy Center for \$2,828. with KMIT money. The stand-alone workstation has math, reading, science, geography and other subjects. The workstation will be set up in the Riverside Room.
- g. Pat reported that a proposal has been made to the Trust Fund Commission that the library director be authorized to spend \$3,000 of the KMIT funds up front, rather than having to submit receipts for items

one at a time. Under the proposal, receipts would be submitted after the items had been purchased. The proposal is under consideration.

- h. The Trust Fund commissioners have reviewed paperwork for the NEH grant money. According to their analysis, a portion of the grant money that was awarded some years ago came with the stipulation that a minimum of \$20,000 be kept in an endowment fund. Due to oversight prior to Katie's tenure, the fund was spent down to approximately \$7,000. The Trust Fund commissioners are freezing the NEH account until it gets above \$20,000. It was suggested that a note be inserted into the financial spreadsheet saying that that account can't be spent until it reaches \$20,000.

5. Old Business

- a. Charlotte said the next step in the Annual Fund work would be to draft text for a postcard mailing to past donors who have yet to give. That postcard would be mailed in late May.
- b. Pat wrote an email to Dick Kosloski asking to withdraw our \$10,000 capital plan request for replacement of the front walk.
- c. Jon said that John Hoogstratten advised that the balance in the attic repair account be kept for a year's time, rather than trying to repurpose that money. The balance in the account may be needed to install ventilation in the attic should it be deemed necessary. Jon and Rob also reported that John would be able to pay for the remaining repointing work on the outside of the building with his building supervisor money.
- d. There were no updates on Haydenville Library repairs.
- e. Rob reported that Eileen Stewart and Maureen O'Brien attended a workshop in February by Abbie J. von Schlegell in Great Barrington on creating a development program for non-profits. Rob provided copies of Maureen's notes. Rob also has a copy of the powerpoint used by von Schlegell and planned to send it those who wished to see it.

6. New Business

Rob asked whether it would be valuable to use Google Analytics to produce reports on use of the library website. Katie said she didn't think it necessary to set that up at this time.

7. Next meeting date: Monday, May 21, 2018.

8. Rob motioned to adjourn at 8:12. PM, Charlotte seconded, unanimously approved.

P. A. Billingsley