

Minutes

Board of Trustees of the Williamsburg Libraries

Tuesday, March 15, 2021, 7:00 pm (via Zoom)

Present: Pat Billingsley, Ken Borden, Joan Coryat, Fred Goodhue (recorder), Charlotte Meryman, Rob Stinson, Bev Bullock (Director)

Guests: Anne Bussler (for the Friends)

1. Joan called the meeting to order at 7:08 pm
2. Minutes:
 - a. Fred was designated recorder
 - b. Minutes of the February 16th meeting were approved. (Charlotte moved, Pat seconded, Unanimous)
3. Director's Report (appended)
 - a. Covid 19 restrictions: see Report
 - b. Community Connections: see Report
 - c. Senior Services: see Report
 - d. Staff Updates: see Report
 - e. Library Programming:
 - i. Thirteen registered for Irish writers workshop.
 - ii. Book Browsing on Library patio Saturday the 20th.
 - f. Technology Updates: Transition to new website Beta mode by April 1st, maybe live publicly by May 1st. Bev to share Beta version with Trustees.
 - g. School Program updates: see Report
 - h. Friends news and updates: Florence Savings Bank will announce on May 11th what amount the Friends will receive from the Annual Customers Choice Community Grants. Missed holding Columbus Day book sale. Thought being given to a Brown Bag book sale with 4 to 5 books in each.
 - i. Maintenance and repair updates:
 - i. Window frame at bottom of stairway continues to rot. Leak near junction of two roofs with water channeling toward window. Plywood now being used to divert flow.
 - ii. In line for a warrant article for covering cost of mini split work. Charlene to cover cost out of Town budget for now. \$2800 amount does not have to be included in maintenance request.
 - iii. Joan to follow up on front door walkway repair issue.
 - j. Other Library news. see Report

4. Financial Reports: (see attached) Ken noted that March 2021 spending data compares closely with March 2020 data. Ken also notes he is working on a new consolidated budget report that he will run by John Palmer first. Still holding off on meeting with John on revisions to current reports.

Fred moved; Charlotte seconded to approve budget reports. Unanimous

5. Old Business

- a. 2021 Budget. Following a lengthy discussion Rob moved \$14,000 as an amended request for maintenance, Fred seconded. Unanimous
- b. Annual Campaign: Charlotte is taking care of postcard reminders and will pay for printing; Friends will pay for postage. Charlotte noted she is looking toward a matching donation pledge drive.
- c. Long Range Strategic Plan: Ken attended a seminar by Michelle Eberle through MBLC regarding LRP. Noted earlier in the meeting that MLS staff to provide help by Zoom in May for the process.
- d. Social Justice Statement: Pat moved to approve; Ken seconded. Unanimous.
- e. Director Evaluation: Joan will consolidate Bev's evaluation forms.
- f. Meeting time change: proposed change will not work because of a Friends issue.
- g. Library Reopening Plans: Regarding the need for Trustee approval, it was stated that it would be Bev's decision.
- h. Charlotte will attend the next Friends meeting.

6. New Business: none

7. Review Action Items: Joan considering dates and times for Anne T. Dunphy subcommittee meeting.

8. Next meeting date: Tuesday, April 20th.

9. Ken moved; Rob seconded to adjourn. Unanimous, meeting adjourned at 8:54 pm.

Meekins Library Director's Report

Bev Bullock

March 15, 2021

Community Connections

- The Hamptons Reopening Group Update: We will be having a Zoom book club on Thursday, April 15
- Covid next steps- Limited reopening plan being developed. I have emailed Charlene and Donna Gibson (BOH) to make sure it is ok to open Town buildings. Waiting to hear from Donna

Staff Updates

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.
- Banish the Winter Blues Zoom Community Read was great fun with 20 participants
- Phyllis Labanowski will facilitate a book discussion/workshop using the book, *Mindful of Race* by Ruth King. It is an 8 week, two hours a week meeting that starts March 31. She will accept 11 participants. We will be ordering the books and the Friends will sponsor.
- Roland Merullo will do a book discussion his latest book *From These Broken Streets*. April 1, 7pm
- Barry Dietz, a local actor, will do a program on March 16 about Irish writers on Zoom at 7pm Emerald Isle: Four Irish Writers

Technology Updates

- Our Deep Freeze, the program that prevents downloads on our public computers, has been verified and monitored by Paragus IT.

Maintenance and Repair- Building Update

Dan Hathaway is monitoring and documenting the situation. He will make recommendations at some point

School updates

- Parent Orientation Zoom classes had low participation
- This week, March 1- 5 marked the first Zoom classes.

Friends News and Updates-

Director Continuing Education and activities

- Social Justice Committee- monthly meeting. In March we met with MLS to discuss plans and strategies that could be used statewide. We also discussed individual programming that participating libraries have been doing. They were very impressed with our Mindful of Race group.
- Western Mass Library Advocates (WMLA) “Breakfast “meeting, Friday, March 12. Meeting with local representatives. Adam Hines and Natalie Blais were present.

Long Range Planning for 2021-

On March 2 I attended a presentation about strategic planning put on by MLS- Mass Library System- with Michele Eberle facilitating. There is team of MLS staff who are available to help conduct community meetings and are available for consultations. It would be great to plan with them to conduct a meeting for us in May or June.

Coronavirus and Reopening updates- see plan too be submitted March 15, 2021