

Minutes
Board of Trustees of the Williamsburg Libraries
Tuesday, February 22, 2022

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

Guests: Anne Bussler for the Friends

1. Joan called the meeting to order at 7:04 pm.
2. Minutes
 - a. Pat was designated as recorder.
 - b. The board reviewed the draft minutes of the January 24 meeting. Pat moved to accept as amended, Ken seconded; unanimously approved.
 - c. The board reviewed the draft minutes of the February 7 meeting. Charlotte moved to accept as amended, Pat seconded; unanimously approved.
 - d. The board reviewed the draft minutes of the February 10 meeting. Joan moved to accept as amended, Ken seconded; unanimously approved.
3. Director's report (appended)
 - a. Covid-19 restrictions: see Report
 - b. Community connections: see Report. The library may also host several book-related and local history events at the library during the 250th celebration.
 - c. Senior services: see Report
 - d. Staff updates: see Report.
 - e. Library programming: see Report
 - f. Technology updates: See Report.
 - g. School program updates: see Report
 - h. Friends news and updates: see Report. Bev reported that the blind vendor quickly fixed a problem she experienced with the blinds after they were first installed. Bev has sent email to a family that may have accidentally given a large donation to the Friends, instead of the library's annual fund, to clarify their intent.
 - i. Maintenance and repair updates: see Report. Rob reported on possible options for the fencing along the river by the Haydenville Library.
 - j. Director continuing education: see Report
 - k. Other library news: see Report
4. Financial reports
 - a. Annual fund donations have reached \$12,936 towards our goal of \$18,500.
 - b. Budget status: The board reviewed the current financial reports. Bev explained that our CW/MARS fee has increased to cover a much-needed boost in internet speed. Pat moved to accept the reports as submitted, Fred seconded; unanimously approved.
 - c. FY 2023 budget request: Bev submitted our request to the Finance Committee February 14, no feedback to date.

5. Old business

- a. Annual campaign: Our donor numbers are lower than last year, so Charlotte anticipates sending out reminder postcards in March and May. She hopes to have draft text available for review by our March meeting. Rob moved to give Charlotte pre-approval to send the postcards whenever they're ready, Pat seconded; unanimously approved.
- b. Long-range strategic plan update: The LRP group plans to start focusing on what the survey results suggest for new initiatives going forward.
- c. Haydenville Library physical condition:
The board discussed the possibility of meeting with representatives of the Greenway Committee and the Williamsburg Historical Society to consider future shared and/or synergistic uses of the building and possible funding sources to help with maintenance and upkeep. Pat volunteered to talk with Eric Bloomquist and Eric Weber about this prospect.
Bev noted that we should be prepared for the planned reconstruction of the bridge beside the building to have an impact on the building itself.
Emerald Lead Testing tested the exterior paint of the building, but they have not yet issued a report.
Rob has been in touch with a local contractor who may be interested in repairing the rotting wood along the roofline of the building, also problems at the corner joints between the siding boards.
Ken's question about reconsidering the building's ownership was tabled until we have more time for discussion.
Bev discussed the need to clear all remaining books out of the building. Rob volunteered to help with moving them to Meekins for evaluation.
- d. Staff pay equity project: Tabled.
- e. Changes to Library board bylaws: Tabled until next meeting. Pat will resend the proposed changes to all members. Joan will ask Nick Caccamo about the timetable for submitting an article for the town warrant. All members should be prepared to discuss the proposed changes at our March meeting.
- f. Board representative for next Friends meeting: Fred will attend the March 14th meeting.

6. New business

- a. Hotspot lending policy: Joan pointed out the need to add text specifying that borrowers must be library card holders. Bev will also clarify language about placing a hold on a hotspot. Bev is still working out the procedure for ensuring that hotspots have all components when they're checked out. In response to Rob's question about charging a modest fee if a hotspot is lost, damaged, or kept out for more than 7 days, Bev said that at this point, insuring equitable access is more important. She intends to do more promotion to let the community know the hotspots are available, and will also add new wording about the hotspot being the responsibility of the borrower. Bev will update the draft policy with the proposed changes and we will discuss it again at the March meeting.

- b. Director evaluation: Joan will send out the forms for this year's evaluation sometime in next few weeks.
 - c. Cybersecurity of library systems and software: Rob and Bev both watched a webinar on this topic. Bev reported that Paragus has put BitDefender protective software on every town computer to block malware, viruses, and hacking attempts. Rob expressed concern that this may not be enough; he plans to talk to the tech committee about the issue.
 - d. Legislative advocacy: Joan participated in the most recent legislative breakfast. She encouraged more board participation in legislative advocacy and suggested that a board member become a liaison with the group. Bev reported that she sits on the board of WEMlaw (spelling?) and would share their mailings with the trustees.
7. Action items: reviewed. Charlotte reminded everyone about the upcoming town caucus on Saturday, March 5, at 11 am at highway garage. Charlotte will check with Brenda about which trustees are up for re-election this year.
8. Next meeting date: Monday, March 21. Joan will considering holding an in-person meeting if the town's mask order has been lifted by Board of Health at that time. Zoom meetings still are permitted by the state.
9. The meeting was adjourned at 9:04. (Joan moved, Ken seconded; approved unanimously)

Documents used:

Agenda

Minutes of 01-24-22 meeting

Minutes of 02-07-22 meeting

Minutes of 02-10-22 meeting

Director's report

Budget reports

Meekins Library Director's Report

February 2022

Community Connections

We are participating in the planning of the Town's 250th Anniversary celebration. Meekins will most likely have a craft and possible other programs in conjunction with the activities going on at various places in town.

Staff Updates

- We will be looking for a circulation assistant. The hours would be Tuesday 1-6. Two Saturdays a month 8:30- 2:30 with an occasional 3rd Saturday. One additional 4-hour shift to be determined. Approximately 24 hours per two week pay period.

Programming

- In collaboration with the Senior Center we will have a Technology Day on April 30 from 10am- 2 pm. Anyone can bring handheld devices to learn about downloading books or using the device.
- Meekins Book Club, Monday, February 28 @ 7pm.
- We will have two Cultural Council grants one music of Johnny Cash and Willie Nelson. Gregg Maichek will be conducting a pastel art class. To be scheduled.

Technology Updates

- 10 T-mobile hotspots are ready to be checked out.
- Placed an order for new computer for Rochelle-A dell with monitor with built in camera and microphone.

Maintenance and Repair- Building Update

- Haydenville Library update- A fence will be installed along the river. This is seen as a liability and therefore a priority. The library will be paying for it from the budget.
- Dave Foster, electrician, has been asked to give us estimates for lighting at the dark end of the parking lot
- Nick Cacammo, Dan Banister, Dan Bonham, Bill Sayre and Bev will be meeting and strategizing a plan to address the roof drainage problem on the river side of the building. A Capital Project form has been submitted to BOS and Fin Comm

School updates

- Umbrellas were a big hit on a rainy day- thanks to the Friends
- The proposal to move the school library school budget item to the library's budget was approved by the Trustees and the School Committee.

Friends News and Updates-

- The new shades for the Hawks Hayden Room have been installed. We are working with CMC Shades to find the right solution for the shades on the doors. Be sure to stop by and see them. Now we need to have some Movie programs. Invoice has not been sent.

Director Continuing Education and activities

- Friday, Feb. 11, WMLA Legislative Breakfast. Very successful with lots of participation (100 attendees)
- I will be attending the Public Library Association Conference virtually in March. The conference itself is taking place I am trying to figure out how to attend the virtual Public Library Association conference in March. The cost for the virtual conference is \$328.

Strategic Planning for 2021-

- The Planning Committee is evaluating the survey results. We are also looking at a revised timeline which has the plan ready to submit on June 30 if not before.

Coronavirus and Reopening

We have spent \$3614 on masks, gloves and cleaning supplies for Covid.

Respectfully submitted

Bev Bullock