

Minutes
Board of Trustees of the Williamsburg Libraries
Monday, March 21, 2022
Virtual meeting via Zoom

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

Guests: Freda Brackley for the Friends

1. Joan called the meeting to order at 7:05 pm.
2. Minutes
 - a. Rob was designated as recorder.
 - b. The board reviewed the draft minutes of the February 22 meeting. Rob moved to accept as submitted, Ken seconded; approved with 5 in favor and one abstention (Charlotte – had not yet read the minutes).
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: see Report.
 - f. Technology updates: See Report.
 - g. School program updates: see Report.
 - h. Friends news and updates: see Report. Bev relayed that the Friends would like to install a bench on the library grounds in memory of Eileen Stewart. While echoing others on the Board in supporting a memorial, Pat reminded the Board that the funds donated in memory of Eileen were of an unrestricted nature and not for a specific tribute such as a bench.
The donor of a recent \$5,000 donation, given to the Friends, communicated to Bev that the money was intended to purchase children's materials. Accordingly, the Friends approved transferring the donation to the library.
 - i. Maintenance and repair updates: see Report. The Board briefly discussed the lack of a fence behind the Haydenville Library as a liability concern. Installation of gutters on the river side of Meekins may correct the drainage problem. Bev received two estimates for the installation: one for gutters on the entire new building and one for the river side only. An estimate for replacing the affected window will be revised.
 - j. Director continuing education: see Report.
 - k. Other library news: see Report.
4. Financial reports
 - a. Review Current Budget Reports: Ken stated that funding received is up from last year by about \$17,500 while spending is down approximately \$2,000. The Board discussed again how best to create a budget target for library funding by the

Friends, possibly utilizing a baseline provided by Bev. Pat moved to accept the reports as corrected, Charlotte seconded; unanimously approved.

- b. FY 2023 budget request: Bev has not received any feedback concerning the budget request from the Finance Committee or the Town Administrator.
- c. Annual Fund status: The number of donors is down from last year. Including the recently approved donation transfer from the Friends, reaching the \$18,500 goal is imminent.

5. Old business

- a. Changes to the Library Board Bylaws: The Board reviewed the proposed bylaw revisions and discussed the approval process and presentation strategies. The Board agreed to several edits in the revised bylaws. Joan moved to accept the edited revisions; Ken seconded; passed unanimously. Joan and Pat will meet with the Select Board on March 24 to discuss the town meeting article.
- b. Director Evaluation: Joan reminded members to complete the online evaluation form.
- c. Annual Campaign: Charlotte will prepare and mail the reminder postcards next week.
- d. Long-range strategic plan update: Bev has been meeting with staff to discuss goals. Joan, Ken and Charlotte are reviewing survey results and considering ways to format the information for the final report.
- e. Haydenville Library physical condition: Rob is waiting for Fitzgerald Fence to submit a revised quote. Hastie Fence will make a site visit on March 24. Ken suggested soliciting a quote from L&L Fence of Whately. Bev has not yet received the lead paint test results.
- f. Staff pay equity project: No update.
- g. Board representative for next Friends meeting: Joan will attend the next meeting.

6. New business: No issues raised.

7. Next meeting date: Tuesday, April 19. In person or zoom, to be determined.

8. The meeting was adjourned at 8:37. (Joan moved, Charlotte seconded; approved unanimously.)

Meekins Library Director's Report

March 2022

Community Connections

- We are participating in the planning of the Town's 250th Anniversary celebration. Meekins will most likely have a craft related to handcrafts of the time period. The building will be open for cooling, water station and possible viewing of the Day at the Dump video. Parade participation is under consideration.
- All Hampton Reads+Burgy is exploring our next read to take place Fall 22 or Winter 23.

Staff Updates

- We will be hiring 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.
- Volunteers- We have two new volunteers. Marty Jones a retired early childhood ed teacher is helping on Wednesdays and Thursdays with the school classes. Tariq Abu-Jaber shelves one per week on Thursdays.

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 staff and volunteers will be assisting with technology.
- Meekins Book Club, Monday, March 28 @ 7pm. The month we are reading the Newbery prize winner, *When you Trap a Tiger*. We seem to have a committed group of about 10. In April we will read another book from the short list of 2021 Women's Fiction awards, *Transcendent Kingdom*.
- Gregg Maichek will be conducting a pastel art class. To be scheduled.

Technology Updates

- The website was down from Saturday, March 12 through Tuesday, March 15 due to a crash of Piper Webs main server. All libraries and organizations served by Piper Webs were affected.
- Unipay was contacted to assist with updating the Donate page on the website. They were very responsive and once the website is a bit more stable I will make the changes.
- Placed an order for new computer for Rochelle-A dell with monitor with built in camera and microphone. CWMARS will be responsible for setting up the new computer.

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. Lead assessment and possible painting are being addressed.
- Dave Foster, electrician, has changed the lightbulbs to LED and replaced a burned-out bulb on the lamppost to increase the lighting at the dark end of the parking lot. It seems much better.
- Nick Cacammo, Dan Banister, Dan Bonham, Bill Sayre and Bev have met and are strategizing a plan to address the roof drainage problem on the river side of the Meekins. The window will need to be replaced and gutters added to take the water away from the building. We have two estimates for gutters and one for the window replacement.
- The Fire Alarm company called as there was a trouble alert and phone line malfunction, Saturday March 12. I called 911 and met the fire department at Meekins. No sign of fire was found. The issue was resolved and phone line restored.

School updates

Friends News and Updates

- The new shades for the Hawks Hayden Room have been installed. CMC Shades devised a great solution for the shades on the doors. Naomi has been using the shades on days when she uses the projector with the school classes.
- A possible memorial for Eileen Stewart has been proposed by the Friends. They would like to place a bench on the river side of the building near one of the benches already in place. Nick Dines has been consulted and the project is awaiting approval.

Director Continuing Education and activities

- I will be attending the Public Library Association Conference virtually in March. The cost for the virtual conference is \$328 and will come from the Continuing education line.

Strategic Planning for 2021-

- The Planning Committee working group is fine tuning the survey results. The Director is meeting regularly with staff to discern the results of the community SOAR exercises and survey results to see how they might fit into our strategic offerings.

Coronavirus and Reopening

- Due to the town's rescinding of the mask mandate we are allowing people to visit the library without masks. We are still supplying masks and sanitizer and encouraging their us. Most staff continue to mask.
- We have spent \$3614 on masks, gloves and cleaning supplies for Covid.

Respectfully submitted

Bev Bullock