

Minutes for the Board of Trustees of the Williamsburg Libraries

Tuesday, April 19, 2022

via Zoom

Present: Pat Billingsley, Ken Borden, Bev Bullock (Director) Joan Coryat, Fred Goodhue (recorder), Charlotte Meryman (at 7:19), Rob Stinson

Guest: Dereka Smith for the Friends

1. Joan called the meeting to order at 7:03 pm.
2. Minutes
 - a. Fred was the designated recorder.
 - b. The draft minutes of the March 21st meeting were reviewed and amended. Pat moved to accept as amended, Ken seconded, Voted unanimously.
 - c. The minutes of the March 30th meeting were reviewed. Ken moved to accept; Pat seconded. Voted unanimously.
3. Director's Report
 - 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: CW MARS recommends that a new outlet be installed for the Meraki switch. Question as to whether Town would pay for it. Ken recommended Mark Boussiere as electrician. Bev reported that one of the 10 Hot Spots borrowed once, no performance problems. Bev thinking of lending to MBLC for use by other libraries.
 - g. School Program Updates: see Report.
 - h. Friends News and Updates: Joan reported events being planned in memory of Patricia MacLachlan. Bench in memory of Eileen Stewart discussed. Friends' bylaws were reviewed. Joan asked to review issue of donations.
 - i. Maintenance and Repair Updates: Haydenville Library fence project on hold until bridge project completed, bid request to go out November 23rd, project starts 120 days later, Spring, '24. Liability issue extended without fencing. Temporary fencing mentioned as option. Survey needs to be conducted to determine real property line.
 - j. Other Library News: see Report.
4. Financial Reports:
 - a. Ken reviewed his summary page of the Library budget status report. He noted that total funding received to date is \$20,000 more than it was this time last year and spending is \$10,000 less than same time. Spending is lower on supplies and materials. Bev suggested thinking about replacing copier. Pat suggested spending on maintenance

issues. Discussion of carry over funds, whether it is tied to line items. Clearly not applicable to Town funds. In response to a request, Bev noted her wish list which included auto assist door on rest room, telephone booth, teen area upgrade, buffer for cleaning CDs and DVDs, shelving in DVD/ large print area, sitting area near old entrance. Rob asked Bev to formally submit list, Pat suggested in priority order. Bev agreed to do so.

Charlotte moved; Pat seconded to approve financial reports. Voted unanimously.

b. FY 23 Budget:

i. Have not heard from Finance Committee. Will meet this week to talk generally about requests. July 1st date perhaps for \$15 per hour wage increase

c. Annual Fund Status: over goal of \$18,500. Still a month to think about whether to send out reminder notices given that fund is over goal. It was noted that folks love the thermometer, but not really needed now. Idea floated to change goal to pay for new materials next year. Suggested perhaps not a wise idea.

5. Old Business

a. Changes to Library Board Bylaws: Selectboard approved latest changes, will be sent off to Town Counsel.

b. Director Evaluation: Information is being compiled.

c. Annual Campaign: Met and exceeded goal, in part to a \$5000 donation from one family.

d. Long Range Strategic Plan: Meetings are held weekly with staff to work on goals.

e. Haydenville Library Physical Condition: Repeated statement about the need for a survey before the fence project can proceed. Charlotte volunteered to work on the Haydenville Library in preparation for the 250th Celebration. Work could include culling the book collection and scrubbing shelves.

f. Staff Pay Equity Project: No news.

g. Board Representative for the May Friends meeting: Charlotte was designated.

6. New Business

a. Updates on meeting room policy: Joan will look at other library's policies and will share findings.

b. Updates to collection development policy: It was agreed that a policy should be in place should a member of the public ask about whether a book belongs in the collection. Discussion held on the issue of surplus property. Joan to include item on June agenda regarding Town Boards' responsibility to submit annually a list of surplus items to the Selectboard.

c. Updates to "Donated Art and Artifacts" to include monetary donations.

d. Trust Funds next fiscal year distributions: No update.

7. No action items

8. Next meeting date: Monday, May 16th.

9. Adjourn: Pat moved; Ken seconded. Voted unanimously at 8:47 pm.

Meekins Library Director's Report

April 2022

Community Connections

- We are participating in the planning of the Town's 250th Anniversary celebration. See attached narrative. Parade participation is under consideration.
- All Hampton Reads+Burgy is exploring our next read to take place Fall 22 or Winter 23.

Staff Updates

- The Friends and Trustees acknowledged the good work of the staff on National Library Workers Day, April 5 with flowers, cookies, chocolate and brownies.

Programming

- In collaboration with the Senior Center we will have a Technology Day on April 30 from 10am- 2 pm.
- Meekins Book Club, Monday, April 25@ 7pm. In April we will read another book from the short list of 2021 Women's Fiction awards, *Transcendent Kingdom*.
- Gregg Maichuk, with a Cultural Council grant and some additional funding, will be conducting a pastel art class. To be scheduled possibly August?
- Henry Lappen local juggler got a Cultural Council grant to do a program here. To be scheduled.

Technology Updates

- Our main Meraki switch for internet and WiFi went down several times in the beginning of April. I determined that the issue was with a UPS (uninterruptable power supply and battery backup) system installed in 2012 by the Town of Burgy IT department. All systems were plugged into with an elaborate system of extension cords. Some electrical work is needed to make this a more trusted set-up.
- A new Unipay landing page for the website is in development.

Maintenance and Repair- Building Update

- Haydenville Library update- The fence project is on hold until the property lines have been confirmed and the bridge replaced.
- Painting and lead abatement for Haydenville is under consideration.

School updates

Friends News and Updates

- 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. The Trustees discussed and agreed to the plan.

Director Continuing Education and activities

- Weeding, shifting and possible new shelving is being worked on in the audio cd, DVD and Large Print stacks
- A list of books at Haydenville has been printed and is ready for a “clean up” of Haydenville. There is a lot of junk that can be deaccessioned.

Strategic Planning for 2021-

- The Director is meeting weekly with staff to discern the results of the community SOAR exercises and survey results to see how they might fit into our strategic priorities.

Coronavirus and Reopening

- Staff continues to wear masks. The plexi-glass shields at the desks will remain in place.

Respectfully submitted

Bev Bullock

Meekins 250th Activities

July 16, 2022

Meekins, with its beautiful grounds and shade trees, will be a *cool oasis* along the river in the midst of a busy town. Chairs will be set out in the shade on the lawn. Community members can come and rest, eat a picnic lunch, and enjoy the activities offered at the Meekins. There will be a water bottle filling station available on the lawn.

Activities for the Family:

Story Walk: Created especially for the 250th by Children’s Librarian Rochelle Wildfong, about a fictional historical child from Williamsburgh in the late 1700s, just after the founding of the town. The story walk will be on the lawn surrounding the Library and along the Mill River fence.

This is Who We Are! A crowd-sourced “living archives” collage project crafted by Daria D’Arienzo, Meekins Archivist, offering all community members the chance to create a snapshot of their lives for the next generations so the next generations will know who we are as a community on this day. Ideas, paper, craft markers, and more will be available under a tree-shaded tent on the lawn. The small collages will be shown on the *Who We Are* board on the lawn and saved in the Archives. Come add your story to create the whole story of our town.

Kids Crafts: Designed by Naomi Schmidt, the crafts will be reminiscent of the kinds of things children of previous generations in town would have created, including a special Meekins/Town 250th sampler. Tents and tables will be on the lawn under the trees.

Mini Book Sale: Sponsored by the Friends of the Library, the mini sale will feature a selection of kids and adult books that the 250th festivity participants just can’t pass up. Small tents will be under the trees on the Library lawn.

A Day at the Dump: A screening of the special community Cross-Generation Conversations project film of townsfolk sharing what they love about our town recorded on July 1, 2017, at the town's informal center, the Transfer Station in Haydenville. Continually playing inside the Meekins in the cool Hawks~Hayden Community Room.

250th Exhibition: An exhibition in the Neill Hammer Gallery walls in the Hawks~Hayden Community Room featuring views of the town by local community photographers.

Library Swag: Bookmarks and anything else we decide.

July 17, 2022

Librarians march in the Parade. Costumes, vehicles, and banners yet to be determined.