

DRAFT Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, May 16, 2022, 7:00 pm

Virtual meeting via Zoom

Present: Pat Billingsley, Ken Borden, Bev Bullock, Joan Coryat, Fred Goodhue, Charlotte Meryman (recorder). Absent: Rob Stinson. Guest: Nikki Gardner.

1. The meeting was called to order by Joan at 7:03 pm.
2. Minutes
 - a. Charlotte designated as recorder
 - b. April 19 minutes reviewed and amendments suggested. Charlotte moved to accept as amended, Pat seconded; unanimously approved.
3. Director's report (appended)
 - a. **Covid-19 restrictions:** see Report
 - b. **Community connections:** see Report
 - c. **Senior services:** see Report
 - d. **Staff updates:** Bev noted there will be a farewell gathering for longtime volunteer Amy Bedell, who is leaving the area.
 - e. **Library programming:** Bev said the Technology Day was highly organized and successful, with Melissa checking in patrons and assigning them to one of six stations, each staffed by a volunteer versed in technology. Email addresses were collected from the 15 attendees. Joan suggested following up to see if they have additional questions.
 - f. **Technology updates:** see Report
 - g. **School program updates:** see Report
 - h. **Friends news and updates:** Charlotte attended the May 9 meeting on behalf of Trustees and reported that Susan Waltner announced she is resigning from the presidency and the board. Nikki said no one has stepped forward to replace her and that the group is discussing the possibility of rotating meeting moderator responsibilities month to month. The Friends canceled their June book collection, as they were overwhelmed with items at the April collection. It is uncertain whether they will proceed with a planned book sale during the Town's 250th celebration in July. Bookkeeper John Palmer also attended the meeting to explain his method for accounting for Friends donations in the Library budget.
 - i. **Maintenance and repair updates:** see Report
 - j. **Other library news:** see Report
4. Financial reports
 - a. **Current budget reports:** Financial reports were reviewed, with Ken reporting that we are in good shape approaching the end of the fiscal year. Fred asked about the status of the relabeling project. It was agreed that Ken's new monthly Budget Summary is very helpful and that any further

- improvements would require new bookkeeping software, a costly endeavor that the Board is not interested in pursuing for now. Pat moved to accept the reports as submitted, Joan seconded; unanimously approved.
- b. **Annual Fund status:** We have exceeded our goal, thanks in large part to a \$5,000 donation received in March. Charlotte noted that apart from that, overall contributions and donor numbers remain low, which is concerning for the future.
 - c. **FY 2023 budget:** The Board agreed to postpone discussion of the full draft budget until our June meeting, when we will have more accurate numbers. It was noted that our state-mandated spending level for new materials will increase significantly in FY 2023 when salary raises are instituted and payment for the school library program shifts to our Town funding line. Charlotte suggested we may need to raise next year's Annual Fund goal to help cover the increase.
5. Old business
- a. **Changes to Library Board bylaws:** Trustees reviewed Town Counsel's changes to our proposed bylaws revision. Pat moved to accept the bylaw as revised by Town Counsel; Fred seconded; approved unanimously.
 - b. **Director evaluation:** Joan has sent a summary to trustees, and she and Charlotte will meet with Bev to review it.
 - c. **Annual campaign:** Charlotte presented the draft for a second reminder postcard, which trustees agreed should be sent the first week of June. Charlotte will contact John for labels and will take care of the printing and mailing.
 - d. **Long-range strategic plan:** Bev reported she has three goals fleshed out and would like to talk with Principal Stacey Jenkins before finalizing school program goals. She and Joan, Charlotte, and Ken will meet to discuss progress and next steps.
 - e. **Haydenville Library physical condition:** Bev said she was told the Dextrases, who previously owned the property next door, granted an easement for the handicap accessible walkway leading to the back door. However, Joan has been unable to find a record of it at the Registry of Deeds. Because there is a difference of understanding regarding the property line, a survey will need to be conducted before we can install the planned safety fence along the river. Meanwhile, the carpenter consulting about rot on the river side of the building believes it may extend under the roof. He recommended we consult a roofer before undertaking any repairs. He also recommended we not delay the exterior painting while the adjacent bridge work is under way, as the wood needs protection. With regard to the interior, Charlotte will work with Bev to organize a cleanout later this summer.
 - f. **Staff pay equity project:** Trustees met with the Finance Committee several weeks ago to discuss our proposed salary increases for the Assistant Director/Children's Librarian and Technical Services positions. The FinCom voted to provide one-third of those increases in FY 2023, rather than one-half

as the Board had requested. These raises will be in addition to an across-the-board 5% cost of living raise for all town employees.

- g. **Board representative for next Friends meeting:** Fred will attend the June 13 meeting.

6. New business

- a. **Updates to Meeting Room Policy:** Bev is still working on it.
- b. **Updates to Collection Development Policy:** Bev is attending a workshop on this topic at the Mass. Library Association conference later this month.
- c. **Updates to Donated Art Policy to include monetary donations:** Bev has concluded it would be best to create a separate policy regarding monetary donations, and she will work on that.
- d. **Trust Fund distributions:** The Trust Fund Commission has not yet provided figures for FY 2023 distributions from the Meekins Corporation and Kmit Fund.
- e. **Professional development:** Bev, Rochelle and Naomi will attend the Mass. Library Association conference May 22-24 in Boston. Bev has inquired of other library directors and found they generally fund professional development through state aid, trust fund distributions, or their regular budget. Our library budget currently includes just a small amount for mileage. Charlotte suggested adding a separate, adequately funded line item for professional development. Bev will work with John to recommend an appropriate amount for FY 2023.
- f. **Future projects:** Bev shared with Trustees a wish list of possible projects. With the Board's encouragement, she is pursuing estimates for her top priority: a power-assisted door to make the bathroom truly handicap accessible. She is also looking into book lockers, which would allow patrons to collect holds when the library is closed, and a self-contained, soundproof "telephone booth."

7. Next meeting date: Monday, June 20, 2022

8. Joan moved to adjourn at 8:58 pm, Ken seconded, approved unanimously.

Meekins Library Director's Report

May 2022

Community Connections

- We are participating in the planning of the Town's 250th Anniversary celebration. See attached narrative. Parade participation is under consideration.
- Photo Exhibit by Williamsburg photographers for the month of July in HH Room. Daria has sketched out the details and invited Williamsburg photographers.

Staff Updates

- We will be interviewing three candidates for the Circulation Assistant position.
- Rochelle, Naomi and Bev will attend the annual Massachusetts Library Association Conference at the end of the month.
- Amy Bedell, longtime volunteer, is moving to Vermont and is no longer able to volunteer. Her competence and experience will be missed.

Programming

- The Technology Day brought in 15 very appreciative people. We will continue to offer technology training monthly. In collaboration with the Senior Center.
- Meekins Book Club, Tuesday, May 31 @ 7pm. This month's book is *The Immortalists* by Chloe Benjamin
- Gregg Maichek, with a Cultural Council grant and some additional funding, will be conducting a pastel art class. To be scheduled for September
- Henry Lappen local juggler got a Cultural Council grant to do a program here. To be scheduled.

Technology Updates

We are evaluating old unused computer hardware and electronics for recycling or refurbishments. Two computers are being refurbished and donated to refugee families.

The website will be getting some upgrades and increases security from Piper Webs.

Maintenance and Repair- Building Update

Dan Bonham has viewed the new building architectural Drawings and will sketch out various options.

Haydenville updates – see separate document for details

School updates

Friends News and Updates

The museum passes are in good shape, up to date and organized on a spreadsheet

Director Continuing Education and activities

- Bev and John Palmer, our bookkeeper met to go over preliminary FY 23 budget changes
- Bev, Rochelle and Naomi will be attending the MLA Conference in Hyannis on May 22- 24
- Western Mass Library Advocates (Bev is on the Board) met May 12. The main topic of discussion was the Huntington Public Library's potential loss of town funding. Trustees and the Director from Huntington attended. A letter of support is going out to BOS and Fin Comm
- 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-

Bev is currently working on structure for the plan

Contacted MBLC for more current statistics- Mary Rose Quinn is assisting

The Community SOAR exercise is being categorized and made ready for content summary

Bev has contacted Stacey to set up a meeting regarding possible goals for the school and library in the strategic plan.

Coronavirus and Reopening

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

Respectfully submitted

Bev Bullock