

## Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, September 19, 2022, 7:00 pm

Virtual meeting via Zoom

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

Absent: Rob Stinson, Fred Goodhue

Guests: Anne Bussler for the Friends

1. Charlotte called the meeting to order at 7:03 pm.
2. Minutes
  - a. Joan was designated as recorder.
  - b. July 18 meeting minutes reviewed and approved as amended. (Ken moved to accept, Joan seconded)
  - c. August 1 meeting minutes reviewed and approved as submitted. (Charlotte moved to accept, Pat seconded)
3. Director's report (appended)
  - a. **Covid-19 restrictions:** see Report
  - b. **Community connections:** see Report. Bev and the Trustees agreed that no celebration to specifically commemorate the 20<sup>th</sup> anniversary of the library addition will be held as we will already be celebrating the library's 125<sup>th</sup> anniversary.
  - c. **Senior services:** see Report
  - d. **Staff updates:** see Report.
  - e. **Library programming:** see Report. Naomi Edelman will be leading a music and movement program for pre-school children and their caregivers.
  - f. **Technology updates:** see Report.
  - g. **School program updates:** see Report
  - h. **Friends news and updates:** see Report.
    - i. Pat attended the August meeting and noted that Friends discussed the tents and how challenging they are to put up including the new one. As of August meeting, Friends had \$29,000 in reserve and had made \$350 at their most recent mini book sale. Article 12 of their by-laws relating to dissolution was still in the process of being updated. Regarding that article, Pat reminded the Friends that any and all funds should go the library not to the Trustees as Trustees do not hold any funds. The Friends will update the article accordingly.
    - j. Ken attended the September meeting and noted that most of the discussion related to the upcoming book sale. The prior book collection was well organized. Susan Farell will be responsible for organizing the book sale. There's a sign-up sheet at the library to volunteer to work at the book sale. The guys from the jail will be coming on Friday to help set up.
  - k. **Maintenance and repair updates:** see Report. The front door handicap opener has been fixed. There was only minor damage to some old shelves when the septic pipe

broke. The LED light fixtures in Bev's office which are not all working need to be replaced with something newer that are easier to maintain.

l. **Director continuing education:** see Report.

m. **Other library news:** see Report. Bev has created a 'reconsideration form' to potentially handle book challenges. Pat suggested replacing "committee" with "library" in #6.

#### 4. Financial reports

- a. Ken has to make some minor corrections related to new fiscal year notations. When comparing this year to last year, Ken reported that income is higher due to the salary increases. Expenses are also somewhat higher.
- b. Charlotte suggested adding % of year spent to summary report similar to what John does.
- c. Ken will talk to John about adding a line under Town Appropriations for the school library funds that are now part of the library budget.
- d. Annual fund status: The FY 23 annual fund remains at \$400.
- e. The financial reports were accepted. (Pat moved, Joan seconded, unanimous)

#### 5. Old business

- a. **FY23 annual campaign:** No updates.
- b. **Director evaluation:** No updates.
- c. **Long-range strategic plan:** The Board will review the Mission Statement and Values under New Business.
- d. The goals and objectives section will be reviewed at a later date possibly at a special meeting separate from the monthly meeting. Bev plans to present the final draft of the strategic plan to the Advisory Committee in October. The working group (Bev, Joan, Charlotte, Ken) will meet again this week.
- e. **Haydenville Library physical condition:**
  - ARPA funds request has been submitted by Bev. Bev will speak to Nick C. about needing multiple bids for request that are greater than \$10,000. We did get an estimate for the repair work needed but the contractor who gave us the estimate does not really want to do the job.
  - Charlotte will coordinate with Bev to choose a date for the interior cleanout. Charlotte will follow up with Susan Farrell regarding contributing books from Haydenville Library to the Friends' upcoming book sale.

Workday process:

- Match books on shelves to list of books created by Bobbin
  - For matches, check off on list, remove or black out bar codes and stamp books as 'withdrawn'. Books will be sorted using Friends' criteria.
  - For books not found, indicate 'NOS' (not on shelf for those not found)
- e. **Staff pay equity project:** Bev was not sure if the Select Board had reviewed the Wage Classification Study Report yet or not.
  - f. **Potential new trustees list:** Pat spoke to two new neighbors who may be interested in serving on the Board of Library Trustees in the future. Charlotte and Joan will keep updated list of potential new trustees. It was noted that new trustees

need to be nominated in March at Town Caucus so potential trustees should be approached no later than February. Charlotte suggested developing a strategy.

- g. **Board representative for next Friends meeting:** Rob will attend October 10 if able, Joan will attend if Rob is unable to attend.

6. New business

a. **Review updated Mission Statement**

Pat suggested an amendment to the first sentence of the Mission Statement, "The Meekins Library, flagship of the Williamsburg Libraries...", that attendees liked but the updated text will be approved at October's meeting as we are missing two trustees.

b. **Future meeting mode: Zoom or hybrid?**

The use of the new OWL device by other groups in town has not yet been approved by the Board of Health and Mark Bushee from the Foothills Health District. For the time being, board meetings will continue as Zoom only but will be revisited at future meetings. According to MA state rules, zoom only meetings are currently approved through 3-31-23.

7. Action items: Reviewed and updated.

8. Next regular meeting date: Monday, October 17, 2022.

9. The meeting was adjourned at 8:55. (Pat moved, Ken seconded; unanimous)

# Meekins Library Director's Report

September 2022

## Community Connections

- Photo Exhibit by Williamsburg photographers extended through September in HH Room.
- Plans are beginning to for celebration of the library's 125<sup>th</sup> anniversary. We have a citation from the Governor and we are planning a "ceremony" possibly in November.
- Collaborative for Education Services (CES) Play Group will meet in the HH Room Mondays at 10am through June.
- Naomi Edelman, music therapist, will beholding a music and movement class on Thursday mornings starting on Oct. and running for 8 weeks. This program is run through the Hilltown Health Community.

## Staff Updates

- September 19- 24 is Banned Book Week. We have an exhibit up. All staff have gotten information on how to handle any challenges. A reconsideration form has been created and it is attached to the Trustees email.
- Daria continues the excellent Throw Bac Thursday posts.
- Irene is creating a Facebook library resources post each Tuesday.

## Programming

- Meekins Book Club, September 26 @ 6:00pm in person on the patio. This month's book is *The Friend* by Sigrid Nunez. Participants voted on books for the remainder of the year and a regular calendar has been established.
- North Sea Gas Concert- Sept. 28 at 7pm. A Scottish folk group and we are expecting a big crowd.
- Naomi has developed a full schedule of Saturday programs, a graphic novel book club and library resources orientation for home school families.
- Rochelle is working on adult programs and school services.

## Technology Updates

- CWMARS will be setting up Rochelle's new computer this week- watch out for a speedy Rochelle
- The Hilltown Health Collaborative has purchased OWL camera systems for the area towns. Williamsburg has one and it may be available for use by town groups so that hybrid meetings can be an option.

## Maintenance and Repair- Building Updates

- Requests for the use of American Rescue Plan funds have been submitted to the Board of Selectmen. We made 7 requests mostly for repairs and maintenance.
- Awaiting Otis elevator and State inspection
- We had a drain blockage in the basement 9/7/22. Fletcher Sewer and Plumbing came and fixed it. We cleaned and got rid of wet items and a lot of junk.

### **School updates**

- School library classes begin the week of 9/12. We are ready!

### **Friends News and Updates**

- The Friends are sponsoring the concert and the pastel program on Oct. 6
- The accessible door for the restroom is installed and functioning. Thanks to the Friends for the generous donation.

### **Director Continuing Education and activities**

- The ARIS (Annual Report Information Survey) report has been submitted. The State Financial Report software has had a ransomware attack but is now up and functioning. This report closes on Oct. 7.
- Naomi and Bev will be attending the New England Library Association Conference in Manchester, NH Oct 24 & 25

### **Strategic Planning for 2021-22**

The plan is in the final stages of development and should be ready for public viewing and submission to the MBLC in October.

### **Coronavirus and Reopening**

All staff continue to be healthy. Staff has opted to wear masks at the desk to protect ourselves and vulnerable family members.

Respectfully submitted

Bev Bullock