

**Minutes**  
**Board of Trustees of the Williamsburg Libraries**  
Thursday, December 15, 2022, 7:00 pm  
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA  
and by Zoom teleconferencing

Present: Pat Billingsley, Ken Borden, Joan Coryat (recorder), Charlotte Meryman, Rob Stinson, Bev Bullock (director)

Absent: Fred Goodhue

1. The meeting was called to order by Charlotte at 7:08 pm.
2. Minutes
  - a. Joan was designated as recorder.
  - b. The draft minutes of the November 21st meeting were approved as amended. (Charlotte moved, Ken seconded, unanimous)
3. Director's report (appended)
  - a. **Covid-19 restrictions:** see Director's report
  - b. **Community connections:** see Director's report
  - c. **Senior services:** see Director's report
  - d. **Staff updates:** see Director's report
  - e. **Library programming:** see Director's report
  - f. **Technology updates:** see Director's report
  - g. **School program updates:** see Director's report
  - h. **Friends news and updates:** see Director's report
    - Friends went into executive session partway through 12-12-22 Board meeting to discuss financials.
    - The Board now includes: Jason Heffner (Chair), Susan Farrell, Anne Bussler, Becky Houlihan, Nikki Gardner, Freda Brackley, Anne Haxo, and Holly Hendricks. Anne Bussler resigned as treasurer. Nikki Gardner will take over as treasurer.
    - Friends have about \$25,000. New checking acct was opened for the library with \$4000 for use by library; Bev will be signer, Naomi as well.
    - Dedication of bench in memory of Eileen Stewart will wait until spring.
    - Trying to finalize by-laws.
    - Becky is putting together an activities calendar and creating a newsletter.
    - Friends voted to make a donation on behalf of Dot Lucey to a non-profit (not the library).
    - Friends will create a custodian of records to research the history of the Friends. Rob had raised 'custodial duties' with Friends related to the treasurer's use of monies.
  - i. **Maintenance and repair updates:** see Director's report

Lauren Stara, MBLC Library Building specialist, will help us determine how to better use space throughout the library.

The door counter got delivered but still has to be installed. Johnson Electric will install in January.

- j. **Other library news:** see Director's report

#### 4. Financial reports

- a. **Current budget reports:** Ken reported that we're in good shape even though the maintenance budget is 77%. At this time last year, it was 88%. The current reports were approved. (Rob moved, Pat seconded, unanimous)
- b. **Annual fund status:** So far, we've raised \$4,075 toward our goal of \$19,500.

#### 5. Old business

- a. **Annual campaign:** A modified letter, partly serving as a soft solicitation, will send out to new folks in February. A reminder postcard will go out in March to those who have already received letters but have not yet contributed.
- b. **Long-range strategic plan:** Bev and staff will work on the Action Plan in January. It needs to be completed by 12/1/23 to be able to take part in LSAT grants next year.
- c. **Haydenville Library physical condition:**
- d. **Staff pay equity project:** Waiting for final report of Wage and Compensation Study when it will be made public. Regarding Director's evaluation, Joan will research last year's timing of evaluation and review with Bev to help determine when to do in 2023.
- e. **Potential new Trustee candidates:** Interested candidates will need to submit a letter of interest for appointment. A candidate that Rob spoke to, who has already written a letter of interest, plans to attend our January meeting.
- f. **Board representative for next Friends meeting:** Ken will attend January meeting; Joan will attend February meeting.

#### 6. New business

- a. **Pioneer Valley Library Collaborative:** This group has been involved with climate preparedness. Do we want to be involved with them? Bev's involved with 'Hampton Reads' group but doesn't know about this group. She will talk to Molly from Forbes who is currently involved with the Collaborative.

#### 7. The board reviewed the action items from last meeting.

Regarding Policy Updates:

- **Collection Development:** Book challenge should be added specific to our collection. How do we handle with school, add something to MOA?
- **Meeting Room:** Policy needs to be split up to cover display of art and use by political groups.
- **Donations:** Need separate sections to address different kinds of donations including cash. Memorial gifts have caused confusion, unrestricted gifts vs restricted gifts.

7. Next meeting date: Tuesday, January 17, at 7 pm.  
Rob will be scribe for January, Pat for February, Joan for March
8. The meeting was adjourned at 9:05 pm. (Charlotte moved, Pat seconded, unanimous)

# **Meekins Library Director's Report**

**December 2022**

## **Community Connections**

- Grange Holiday event, Sunday, December 18, 4- 6pm. We will have a presence and craft table for kids as they wait their turns to see Santa.

## **Staff Updates**

## **Programming**

- Meekins Book Club, January 24 @ 6:00pm Hybrid on Zoom or Hawks Hayden Room. This month's book is *Horse* by Geraldine Brooks. Participants voted on books for the remainder of the year and a regular calendar has been established.
- Meekins Market has already taken in close to \$1000 and will be open for business until December 22.
- Meekins Holiday Read was rescheduled to Saturday, December 17 @3pm due to weather.

## **Technology Updates**

- A new door counter is on the way. It will need installation and setup and I have two potential electricians to complete this. The door counter provides valuable statistics for state and federal funding and could potentially give insights into our hours and traffic.

## **Maintenance and Repair- Building Updates**

- The Select Board, in conjunction with the Energy Committee, has authorized a comprehensive energy audit for Meekins. Meekins has the highest cost per square foot for energy costs of all the town buildings. The Energy Committee hopes to apply for competitive Green Communities grants that open in March. A copy of the 2014 Energy Audit has been forwarded to the Energy Committee and Nick Caccamo. Three bids will to be requested for the audit as it is anticipated to be over \$10000.
- Lauren Stara, MBLC Library Building specialist, will be here for a walk through and space evaluation on Wednesday, December 21. I look forward to hearing her thoughts.

## **School updates**

- Melissa Nye, School Committee chair, has delegated the exploration of a joint school/library book challenge policy. Bev is working with Kathaleen Emerson on this.
- School visits are going well. Relationships with the new teachers are being developed and communication seems to be going well.

## **Friends News and Updates**

The Friends sponsored a Felting Workshop with Talia Lefton. It was well attended and much appreciated.

## **Director Continuing Education and activities**

- Meekins has met all state requirements and will be receiving the initial payment of state aid in December 22. The second payment usually is released in the spring.
- Policy updates
  - Collection Development
  - Meeting Room updates for political groups
  - Donations

## **Strategic Plan is here! For your reading enjoyment**

The staff and Director will be working on the action plan in January. It is my hope that the SP(Strategic Plan) will inform our activities over this next year.



Strategic Plan  
Williamsburg Librari

## **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