

Minutes for the Board of Trustees of the Williamsburg Libraries

Monday, May 21, 2018, 7:00 p.m.

Meekins Library, Williamsburg, MA

Present:, Pat Billingsley, Joan Coryat, Jon Gould, Katie Krol, Charlotte Meryman (recorder). Absent: Cynthia Barker, Rob Stinson. Guests: Ed O'Neil, Eric Weber

1. The meeting was called to order by Pat at 7:15 p.m.
2. Minutes
 - a. Charlotte designated as recorder
 - b. April 18 minutes reviewed and amendments suggested. Charlotte moved to accept as amended, Joan seconded, unanimously approved.
3. Greta Carey Project wrap-up: By all accounts, the month's events were a huge success. Pat reported that all but eight of the 70 paintings were sold between the silent and live auctions and the Grange sale. After expenses, the net total raised was \$17,500! The Williamsburg Grange and Historical Society received \$5,000 each. The Williamsburg Libraries received slightly more, \$7,500, in recognition of the more intensive use of Meekins Library spaces, staff, and resources during the month-long exhibit and the closing reception/live auction, as well as the active participation of director Katie Krol and a large number of library trustees on the project committee.
4. Director's report
 - a. No school news to report
 - b. Katie reported that the Friends supported the recent May Faire financially and provided and oversaw refreshments during the event.
 - c. The upgraded wifi at Meekins is finally in place and working well, thanks to Katie's tireless efforts. As an added bonus, the system automatically provides statistics on the number of people accessing the public wifi, figures specifically requested by the state.
 - d. Staff updates: Katie reported that Rochelle and Daria will simultaneously be out for two weeks as each helps relocate an elderly parent. Katie is continuing to advertise Moira's 5-hour a week intermittent circulation assistant position, vacated when she took over as Kmit librarian, but has received only one application. Wage is \$11 per hour and prior library experience is required. Katie noted that a recent posting for a part-time library assistant in Erving was offering \$14 an hour, which makes us not especially competitive. Katie also reported that Amber has applied for a very part-time position at Lilly Library in Florence, which can be done in conjunction with her part-time Meekins job. We are crossing our fingers they don't steal her away!
 - e. The annual May Faire was a rousing success despite the damp weather. The three featured artists, whose work has been on exhibit at Meekins all month,

were in attendance all day: illustrators Jane Dyer and Lauren Mills, and dollmaker Anna Brahms. Turnout was large and enthusiastic, with wonderful performers and craft projects and creative staff costuming. Katie had previously announced that this would be her last May Faire due to the large amount of work required throughout the year to prepare for and put on the event. Board members expressed appreciation for all of the wonderful work she has done through the years in bringing this magical experience to the town's children.

5. Financial reports

- a. Pat and Katie reported that both of our budget requests were approved by the Finance Committee after some back and forth with Chairman Paul Wetzel and the supplying of additional information. The libraries will receive an additional \$1,400 for maintenance in the next fiscal year, to account for continual overruns, and \$1,500 more for materials.
- b. Due to Cynthia's absence, there was no official update on the outstanding Meekins corporation taxes, though Pat believes they have been settled.
- c. The Annual Fund total now stands at \$16,240, 86% of our goal of \$18,750 and \$2,605 below what we had raised at this time last year.
- d. Katie distributed the monthly spreadsheets, with nothing special to note.
- e. Pat reported that the Trust Fund Commission declined our request to provide a set amount of Kmit Fund income at the start of each fiscal year, with receipts submitted at the end of the year, to avoid the need to submit repeated requests for small expenditures. Katie and Pat have been reviewing the terms and language of the fund to further clarify with the Commission exactly what types of purchases qualify.

6. Old business

- a. The board agreed on the text for an Annual Fund reminder postcard, after reviewing several options. Katie will obtain stamps and have John print address labels. Charlotte will have the cards printed and do the labeling, stamping, and mailing.
- b. Meekins repairs: Jon will ask John Hoogstraten to get an estimate from Champlain on regrouting of the foundation in hopes the work can be completed during this year's building season.
- c. Jon will also consult with John Hoogstraten as to whether any of the remaining Haydenville projects might be undertaken this building season, such as removal of junk and installation of a vapor barrier in the basement.
- d. Pat reported that Rob is not interested in spearheading an effort to establish a library endowment. Pat expressed concern, shared by other board members, that adding a third donation stream to the existing Annual Fund and Friends fundraising could be confusing and off-putting for donors. It was noted the library does have a fund capable of receiving and holding bequests: the Greta Carey Fund, established in 2004 with proceeds from the first posthumous sale of her paintings. The board will consider developing some kind of brochure or letter explaining planned giving options, to be

- posted online and made available to interested donors. The board agreed to table any further discussion on establishing an endowment at this time.
- e. Pat's email to the Capital Planning Committee withdrawing our request for funding for the front walkway was apparently never received, and she received rejection notes from the chair and Charlene Nardi.
7. New business
- a. The board discussed some of the recommendations contained in the recently distributed state Guide for Members of Public Boards and Commissions. Pat noted that we are in good shape in most areas but might want to institute some kind of evaluation process for the library director, as recommended by the guide. It was agreed that a clear process should be established before any such evaluation is undertaken. Pat will consult Charlene to find out how other boards in town handle this and whether there are some guidelines available. Charlotte requested a tutorial on deciphering financial reports, as suggested in the guide. Cynthia will be asked to do this once our new board member, Ed O'Neil, is in place, possibly at our July meeting.
8. Next meeting is Monday, June 18 at 7:00 pm at Meekins Library.
9. Charlotte moved to adjourn at 8:58 p.m. The motion was seconded by Jon and unanimously approved.

P. A. Billingsley