

Minutes
Williamsburg Board of Library Trustees

Tuesday, December 19, 2023, 7:00 pm

Remote meeting via Zoom

Present: Ken Borden, Beverly Bullock (Director), Joan Coryat, Todd Lynch (recorder), Kevin McAllister, Charlotte Meryman, Anna Seren

Guests: none

1. **Call to order:** Charlotte called the meeting to order at 7:03pm.

2. Minutes

a. Todd was designated as recorder.

b. The minutes of the November 22 meeting were reviewed and amended. Charlotte moved to accept the minutes as amended, Ken seconded, passed unanimously.

3. Director's report **note that discussion of the report during meetings will be limited to critical items for assessment.*

Staff updates:

The second round of callbacks for the job opening have gone out, and Bev hopes to have an offer to someone by January 1st 2024.

Maintenance and repair updates:

Bev detailed some of the plumbing issues regarding clogged toilets and possible pipe work to alleviate the problems.

Gutters are in the process of being installed – and the downspout section with copper was installed successfully.

After a heavy rainstorm, 2" of water was in the basement near the boiler. This water did not create problems for items in storage. The new gutters should take care of the water in the basement, but provision should be made for keeping storage items safely off the floors and away from problem areas.

A rotted window remains to be repaired.

Bev will schedule tours of the library for new board members and others interested in January.

4. Friends news and updates

The friends are planning a book collection. There was discussion about a possible get-together with the trustees.

The Friends have generously decided to administer holiday gifts for library staff.

5. Financial reports

Current budget reports: The board reviewed the current financial reports. Ken shared that with the staff vacancies, the library expenses have been lower than last year. He noted that maintenance costs have increased this year.

Joan motioned that the financial reports be accepted, Kevin 2nd; passed unanimously.

Annual fund status (goal: 20,000): Current tally is \$3552.00.

Since the mailing 10 days previously, 67 donation envelopes arrived.

Next step in the campaign is to develop a welcome letter for new residents and get the addresses for those through the property transfer listing.

6. Old business

Annual campaign: There was discussion about the possibility of creating an email solicitation for the spring (April?). An exploration of what modes of communication medium (newsletter – constant contact, other?) would help to determine how this outreach might happen.

Board members also discussed donation platforms, creating a QR code for the library as well as broader topics around clarifying what the “ask” is for the library’s fundraising goals.

Community Outreach:

Board members discussed the possibility of an open house at Meekins to reinforce community bonds with the library and as a way for new and old residents to get familiar with why it is important to donate to the Annual Fund. Community workdays for the landscape at Meekins were also mentioned as another way to foster this connection to the library.

Haydenville Library physical condition:

Jim Moran, Western Mass Heating and Cooling and Marney Electric all offered to remediate and update the Heating/Cooling and Electric system at the Haydenville Library Building pro-bono. Board members discussed ways to recognize this significant and generous donation.

A motion was made by Charlotte to:

“Accept the donation of a ventilation system from M. Moran, Western Mass Heating and Cooling and Marney Electric for the Haydenville Library building”

Joan seconded the motion and it passed unanimously.

Board representative for next Friends’ meeting: Charlotte will attend.

7. New business:

A working group consisting of Ken, Kevin and Anna will review and assess the possibility for the library to have more regular hours.

Board members discussed steps that need to be taken to shift the Director’s position into a higher pay category.

8. Action items: Reviewed. As of this meeting Action items will be posted on a google Doc. and should be completed (if possible) by the next board meeting.

9. Next meeting date: Tuesday, January 16, 2024.

10. Adjourn: The meeting was adjourned at 9:09 pm. Ken motioned to adjourn, Joan seconded; approved unanimously.

Documents cited:

Draft Minutes -

Director’s Report –

Financial reports –

Agenda -

Action Items -

Book Keeper’s Report –

Meekins Library Director's Report

December 2023

Community Connections

- Bev attended The Alliance for Digital Equity- All Partners Summit Nov. 15. It was a great facilitated gathering of many community stakeholders. Peg Whalen from the Hilltown COA Collaborative for Digital Equity was there.
- Materials for the Massachusetts Internet for all plan are available at Meekins. The public comment period has ended.

Staff Updates

- The staff will meet in January to begin work on the Action Plan for MBLC.
- Interviews for the Technical Services position have begun. We have narrowed the field to three top candidates. It is hoped that we can hire a new person by Jan. 1.

Programming

- The Meekins Market will end Thursday, Dec. 21.
- The Meekins Holiday Read took place on Sunday, Dec. 10 at 3pm. Twenty adults and children attended.
- Meekins will have a 6 week chess club taught by Andy Morris-Friedman starting Jan. 16.

Technology Updates

- We are considering possibly replacing the KMIT Surface Pro.

Maintenance and Repair- Building Updates

- The Gutter project is in process.
- The Board of Selectmen reviewed the donation from Jim Moran, Western Mass Heating and Plumbing and Marney Electric on Dec. 14. Work can begin Dec. 18.
- Nick Caccamo has been contacted by a UMASS Engineering prof about possibly having the Meekins be a capstone project for a weatherization analysis.
- Meekins floor drains in ER overflowed and will need plumbing attention. Fletcher Drain will be coming Monday or Tuesday.

School updates

- All classes have gotten Libby logins for e and audio books. We are working on the filtering for the younger kids. They are looking into using the elementary platform- SORA.
- Thanks to the Friends, the kids have all gotten new backpacks for bringing books back and forth to school.

Director Continuing Education and activities

- CWMARS is offering some great workshops/roundtables in covering Kanopy, Tech Help sessions and Makerspaces.
- Bev was awarded a full scholarship to attend the PLA Conference in April 2024 in Columbus, Ohio.
- Bev attended the Alliance for Digital Equity all Partners Summit on Nov. 15. The all-day event was lead by a great facilitator and outlines for the Mass Broadband Institute funds were introduced. A special division of the Alliance has been formed for libraries and will meet for the first time 12/21. Lots of exciting things are going on in Western Mass.

Respectfully submitted,

Bev Bullock