

Hamilton Wenham Public Library
Minutes of the Board of Library Trustees
April 11, 2019

Present: Julie Clay, Chair, Dolores Boghdan, Judy Bubriski, Nichole Gray, Dede Johnson, Rob Pondelli, Assistant Director

Meeting called to order: 6:30PM

Minutes: March 13 minutes accepted

March 14 minutes accepted

March 27 minutes accepted

Budget: Looking ahead, there doesn't look to be much extra money in the FY19 budge, but Kim Butler should work with Karen D'Ambrosio to make any transfers that she can. The overage that is in the director's account can be moved to Building and Grounds to help cover the certain overage that will occur in that account. We will probably go over the heat and utility budget.

Building: RB Allen came to inspect the Fire Alarm System. The elevator passed the state inspection. A certificate of inspection will be sent to Jim who will post it in the elevator.

A quote from the Tucker Company for the sound muting project has been received and the Friends voted to fund the project. Rob is aware of this and will oversee it since it will most likely happen after Jan has left.

Jan reached out to Hamilton to trim the hedges but as of this report has not received a response. She will try to work on this on Thursday April 3. Jan will go to the Hamilton Police Station to remove her name from the emergency call list. Jim Politano will be the first contact because he requested this and he lives the closest. (Boxford)

Email: On April 8, the MVLC will have Jan's email forwarded to Rob until Kim comes on board. Then she can call and have it forwarded to her. Jan has asked them to archive her account so that Kim will have access to past emails. Jan's personal email is jandempsey@comcast.net.

Meetings: Jan attended Department Heads Meetings for Wenham and plans to attend both Town Meetings.

Technology: Michael came in and finished setting up a new computer downstairs for Karen. He also readied the new laptop, which Jan has left in her closet for Kim Butler to use. He cleaned up the laptop that Jan has been using. Kim Claire will use it for her visits to the High School. Michael has also completed the IT documentation book.

Personnel: All is going fine. Rob reported that one full time staff has been out for over a week. Kim Butler will officially begin her duties as Library Director on April 29th. She signed her contract on April 11. Jan has left things as organized as she had time for and is willing to assist during FY19 if

Kim has need for her assistance. Rob and Julie will have a copy of the briefing book. A hard copy has been left for Kim as well as emergency numbers, passwords, staff list etc. Staff reviews will continue as planned in May. Rob will handle the reviews and evaluations. Kim will sit in on the reviews.

Goals: Goals for the new director need to be discussed and well defined. We will look at the Board of Library Commission's documents that might state goals. Rob was asked to think about goals he might like to suggest.

Programs: Jan helped judge the Teen Poetry and Flash Fiction Contest.
Hoopla with Lewis had 6 participants.
Sunrise in Spain hiking program had 35 participants.

Friends: The book sale was very successful. The Friends reported that they made \$7,011.00. Jan plans to attend the Friends' Annual Meeting on April 24.

Strategic Planning Process: Jan submitted the Long Range Plan to the state on March 15. It was submitted to Amy Clayton of the Board of Library Commissioners. She assured Jan that she would try to have the board expedite approval, but no word as of April 11.

Informal Discussion of the search and hiring process for the new director: This was a new process for many of the Trustees. Pros and cons of the procedure were discussed and reviewed.

Thank You: Jan ended her final director's report thanking everyone for the wonderful reception. She attached a general thank you that she submitted to the HW Chronicle.

Next Meeting: Thursday, April 11, 2019.

Meeting adjourned at 8:30pm

Respectfully submitted,
Dolores Boghdan