

Hamilton-Wenham Public Library
Minutes from the Board of Trustees
April 8, 2021

Present: Nichole Gray, MJ Brown, Judy Bubriski, Julie Clay, Kim Butler, Harriet Davis (resident)
Absent: Dede Johnson, Dorothy Goudie

Minutes: Approved from March 11, 2021

Director's Report and Financial Report: (see attached) **Budget:** FY '21 budget is on track, with 78 % of allotted spending spent. A date has been set for final orders, ensuring invoices will be submitted and paid by beginning of June. Our statistics have been great, with March's check outs at 17,966, a number not seen since well before the pandemic! **Building:** Kim has asked Mike to look into adding casters on the bottom of the large wooden tables, making it easier to move them around. Mike also swapped out the door with the window that was in the administration office with the solid door to the Phoenix room, enabling the Phoenix room to become a study room, adding the necessary visual safety for staff and patrons. The HVAC company has been scheduled for cleaning, including the filter towers on the roof (which have never been cleaned), in preparation for the switch over to A/C. **Technology:** All of the equipment for the server installation has arrived! Christine will complete the project by the June 1st deadline. **Personnel:** Kim has been in touch with 2 library pages who are eager to come back to work. They will hopefully start in May and will be especially helpful in the children's room. Jane Wolff (new Head of Circulation) has started and has hit the ground running, which is wonderful. Kim would like to plan a staff training/development day in May. She is looking at the 11 or 12th. She is working on a virtual stress management session, a fire safety session with the Hamilton Fire Department which would include a fire drill and an evacuation (neither have been done in a long time) and department meeting breakout sessions, which would include a COVID debrief on things that worked, things that didn't, etc. The library would be closed on this day. Concerns were raised regarding the comfort level of staff participating in the training. Kim confirmed she would ensure all staff are comfortable with this and noted that they have all been together since they reopened last summer. A question was asked about the percentage of time the library is open. Since August, the library has been open by appointment, with 10 browsing spots every 45 minutes. We have yet to turn anyone away because of not enough space. The overall consensus was this would be a very valuable day, and as long as the staff feel comfortable participating (from a COVID standpoint), then great! The staff are starting to become eligible to receive their vaccines. Kim and Amy are working with them to make sure they take the day after their second shot off in case they experience any side effects. This, coupled with staff taking the last of their vacation and personal time before the end of the fiscal year in June, makes for tight staffing. **MVLC:** the Executive Director position remains unfilled. **Other:** Kim and staff have been weeding and reorganizing the DVD section. She and Amy are working on updating the staff handbook, which will remain as a living document. Changes are being made to our database subscriptions, with some subscriptions dropped due to low usage rates, others discontinued as they have been bought by another vender. Changes are being looked at in the language learning data base as well to include a children's version. The new furniture for the YA area that the Friends purchased has arrived, and looks great. Kim would like to spend about \$6,000 from state aid money to complete the upgrade, which would include new mobile tables for studying and programs along with 8 new chairs. This will send a valuable message to our YA that they are welcomed and we care. The trustees said fine. Kim will provide pictures and specific amounts at next month's meeting. Kim is working with Wenham Town Hall to find monies to purchase 2 outside commercial grade tents that could stay up as long as weather allows. They are looking into CARES ACT monies to help pay for the cost which would be \$800 - \$900. **Reports from Staff: Jane** (circulation): Overdue notices have been reactivated. Patrons with long overdue items are being contacted in an

effort to have them returned before the summer season. **Sarah** (reference): AARP tax appointments have been going very well. The volunteers are patient, calm and excellent at explaining necessary steps. It is a really wonderful group and Patrons are very grateful. In addition to Hamilton and Wenham residents, new faces from surrounding communities (especially Ipswich) are also taking advantage of these services that are not offered in their towns. As of March 31, there have been 94 tax appointments. **Lorraine** (children's): Spring programming is in full swing, with some programs funded by the CARES ACT. Summer programming kicks off 6/22. **Amy** (Assistant Director): Thursday evening appointments got off to a slow start, but the patrons who have come in are very grateful, with one particular patron thanking the staff 4 or 5 times for being open at night. Opening another night in the next 3 or 4 weeks is in the works along with trying to have some in - building appointments on Saturdays during the summer.

Old Business:

a.FY'21 Budget and Capital Update: The Budget went in at \$995,542, a .5% decrease from last year, but a number that still allows us to meet our state aid requirements. Both roofs went in. The Flat roof warranty will only cover damage through "accidents and acts of God". Still waiting to hear from the Shingles co.

b. Meeting Room Policy. Many outside town groups use the room as it is "free and open to the public". A staff member must be in the library whenever the room is in use. Julie made a motion, which Judy seconded, to approve the updated Meeting and Study Room Use Policy as presented.

New Business:

a. Trustee Document Binder and Trustee Annual Action Items: (see attached) The proposed revision of Trustees Documents Binder was approved. The Binder will be maintained by the Library Director, given to new trustees and updated when needed. Kim will move forward with this, targeting completion by June's trustees meeting.

Friends Liaison Report: Thank you Friends for the purchase of some new furniture for the YA area. Talk continues surrounding new membership. We will be asking for monies for some summer programming.

Informal discussion for items not anticipated: The proposed wording for adding the annual Delegation of Warrant Signatory Authority to **The Joint Board of Library Trustees for the Towns of Hamilton and Wenham Policies and Procedures** was presented (see attached). Kim will send out the Policy and Procedures prior to next month's meeting for review. A decision will be made at May's meeting where it should be added. Pat Shannon, Assistant Town Manager for Hamilton, posted on the town's website information about open meeting law that Kim found helpful and has recommended.

Meeting adjourned at 7:45 p.m.

Next Meeting: May 13, 2021

Meetings for the remainder of 2021: June 10, September 9, October 14, November 18, December 9. All meetings start at 6:30 p.m.

Respectfully submitted,
Julie Clay