

**Hamilton Wenham Public Library**  
**Minutes of the Board of Library Trustees**  
**December 6, 2018**

**Present:** Julie Clay, Chair, Dolores Boghdan, Dorothy Goudie, Jan Dempsey, Library Director

**Meeting called to order:** 6:30PM

**Minutes** from the November 8, 2018 were not approved since there wasn't a quorum. At the January 2019 meeting both the November and December minutes will be brought forward for approval.

**Directors Report and Financials:** Jan presented the library budget to the Wenham Board of Selectman and the Wenham Finance Committee on December 1, 2018 and addressed the following issues: minimum wage and how the increases affect the wage matrix, the salary of the new Head of Technical Services, the gradual increases to Building and Grounds to include the IT company and an increase for Heat and Utilities. Also to remain compliant, our materials budget has an increase.

**Building:** It appears that new oil lines need to be put in the elevator but the hope is to do the bulk of the work when the library is closed. No date for the work has been set. The staff and the patrons are happy to have the elevator back in use. Jim took care of some minor repairs including the upstairs men's room door and tightening toilet seats in the children's room.

**Technology:** Jan has completed the capital budget requests for IT. We should be prepared to get six new reference computers, eleven new staff computers and a new server within the next two years.

**Collection:** The recently added Hoopla garnered 61 downloads in November indicating that patrons are using this new service.

**Personnel:** Jan is hoping to hire the new Head of Technical Services by the beginning of next week. Jan's plan is to have the new person out at the Public Service Desk as well as being the Head of Readers Services. (a new title). A recent page hire, Ella McCrea has resigned. Jan decided to expand another page's hours rather than hire a new page.

**Programs:** The Tuesday evening program with the Never-the-Less Writers was a success. Nearly 20 attended. The library aired the funeral of George H. W. Bush on the big screen Wednesday. Nancy Day's retirement reception will be January 10 from 2-4. In January we will also be collaborating with the Wenham COA to host Guided Memoir Writing.

**Gifts:** Jan had a positive meeting in November with Jean Buckley's daughter, Breeda Garmil. She understood our concerns about accepting the clock. She was shown the two places that we thought were the most amenable locations, but explained that the chimes etc. would need to be turned off since that feature could be disturbing to people. She was going to discuss the situation with her brother and get back to Jan. Jan felt that Breeda was satisfied after the meeting about fulfilling her obligation to present her mother's wishes to the library.

**Strategic Planning Process:** The survey is now online at [hwlibrary.org](http://hwlibrary.org). It will be accessible until the end of December. Jan has written most of the plan except for the goals and objectives which she plans to finish when survey results are tabulated. Over 300 responses have been received. There have been requests for Sunday hours.

**Initiatives:** Anne Geros of the Hamilton Waste Reduction Committee approached Jan. She was pursuing getting credit for both towns from Mass DEP because our library has a collection named the Library of Things. They worked on insuring what items in the collection would give us credit so that each town can qualify for a \$600 Grant. They received confirmation this week from the DEP and will purchase a few more items. The collection will be listed on the website so both towns will get the credit from the DEP.

**Friends:** The Friends met on November 13. They purchased the new laptop. They decided to have the local comedian Steve Bjork to be the annual meeting speaker. The annual meeting will take place on Wednesday April 24. The postcards for the annual membership drive went out and the banner was put up at the library.

**Meetings:** Jan attended the Selectmen and Finance Committee Meeting, the MVLC Membership Meeting, a Dept. Heads meeting and the Social Services Team meeting. She also joined the seniors at the Wenham Tea House for the Wenham Improvement Society's Senior Luncheon.

**Holiday Schedule Reminder:** This year the library will be open Christmas Eve (Monday) 10-3 and New Year's Eve (Monday) 10-5.

Julie has offered to drop off some treats for the Library staff to enjoy during the holiday season.

**Calendar:** A calendar for 2019 was tentively planned. There will be further discussion at the January meeting.

**Next Meeting:** Thursday, January 10, 2019.

Meeting adjourned at 7:30 PM

Respectfully submitted,  
Dolores Boghdan