

**Hamilton - Wenham Public Library
Minutes of the Board of Trustees
December 5, 2019**

Present: Nichole Gray, Dolores Boghdan, Julie Clay, Dorothy Goudie, Kim Butler
Absent: Judy Bubriski, Dede Johnson

Minutes: From November 14, 2019, approved.

Director's Report and Financial Report: (see attached) The Budget is on track. The elevator passed inspection. Michael is working on regulating the heat throughout the building. He is able to monitor the heat fluctuations on the computer in his office at the library. The Town of Hamilton asked the library to store 4 of their voting machines. Kim is exploring possibilities. Storage space in the library is very limited. Regarding the LED project, the company, Guardian, has moved on to other projects, inspite of the fact that some sections in the library have not yet been converted and that some of the lights that were installed have already gone out. Unfortunately, they have already been paid in full by Town Hall. Michael is working with the project manager to resolve these issues. A new contract has been signed with CopyData for our new copier/printer for our patrons. Prices are set by CopyData and will increase by \$.05. Signs will alert patrons prior to use. We signed on for another 9 months with Christine at Equitous, bringing us to November, 2020, at the current rate. In addition, we have made some security upgrades on our website through Go Daddy, who hosts our website. MVLC is working on their app and automatic renewals. Their membership fee has stayed constant for the 4th year in a row. The consortium had a lengthy discussion at their meeting about boycotting MacMillian ebooks, protesting the restrictions the publisher has placed on libraries when purchasing their ebooks. Assabet Technologies, the company we purchased the new calendar/museum pass software, provided training to a couple of staff members, who will then train other staff. As mentioned previously, there is a lot of back-end and data entry required to get it up and running. Hopefully it will be launched in January. We will not renew our subscription to Flipster, which expires in February. We only had Time Magazine, which had very low interest, and Consumer Reports, which we have as a searchable database resource. The monthly author program kicks off in January, with 8 authors lined up.

Reports from staff: Lorraine (Children's) 3 judges are lined up for the kid's writing contest, ages 5 - 12. Awards will be given to different age groups. The children's room participated in the HW Shop Local event by hosting drop in craft. The library was a stop on the trolley.

Kim (YA) the non-fiction and biography section has been weeded for age, relevance and condition. The fiction collection is in process. Kim has continued her visits to the High School's independent reading classes.

Friends' Liaison : The Friends will be hosting a book swap in January. They did this two years ago. Donations left outside the library are no longer being accepted. Signage will be placed to alert donors.

Old Business:

a. Social Media Policy: A motion was made by Julie, seconded by Nichole to accept the newly created Social Media Policy. The motion was unanimously approved. See attached.

New Business

a. Collection Development Policy: Kim has written up a Collection Development Policy for the Trustees to review and discuss at their January meeting. All of the library staff who are responsible for the collections have reviewed the policy and provided feedback.

b. Library Compensation Schedule Update: with minimum wage rising this year, Kim has adjusted the matrix accordingly.

Informal discussion for items not anticipated: The trustees unanimously approved Kim attending the Public Library National conference, which meets every other year. State aid funds will cover her expenses. Nichole presented the letter she wrote to Kim, on behalf of the trustees, saying Kim's initial probation period has ceased, that her work is beyond satisfactory and that her current contract will remain in effect until June 30, 2022.

Meeting adjourned at 7:20.

Next meeting: January 9, 2020.

Meetings for the remainder of 2020: February 13th, March 12th, April 9th, May 14th, June 11th, September 10th, October 8th, November 12th, December 10th.

Respectfully submitted,
Julie Clay