

**Hamilton - Wenham Public Library
Minutes from the Board of Trustees
December 10, 2020**

Present: MJ Brown, Judy Bubriski, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler, Gary Cheeseman - Wenham Selectman, Jim Purdy - Wenham FinCom, John Pruellage - Hamilton FinCom
Absent: Nichole Gray

Jim Purdy and John Pruellage - Wenham and Hamilton Finance Committee Liaisons:

Discussion took place regarding the status of each town's budget. John emphasized: a level service budget, taking advantage of cuts when possible, stressed frugality, and to make capital needs known as soon as possible. Jim said Wenham is in the red: in the past couple of years, Wenham had a school override and a town override, with the town override being the first in many years. Bottom line, Wenham is down to the bare bones. They have a structural deficit, with the school being more than half of the town's budget. A discussion of the capital request for a new roof took place: the shingled roof needs to be replaced, but is complicated by how it ties into the flat roof which is mostly over the Rec Center and a grant application to mount solar panels onto the flat roof. \$75,000 has already been approved and is sitting in an account. The balance required for just the shingles is approximately \$210,000, with a total estimate of \$325,000 for the entire project. The split between the two towns is roughly 2/3 Hamilton, 1/3 Wenham. Hamilton owns the Rec Center roof, and the grant for the solar panels is being handled by Vicky Masone, energy manager for both towns. At this point, the two towns are realizing the scope of the project and are beginning to work together to come up with a plan. Jim and John requested a presentation as detailed as possible, with supporting documents etc. It is unclear who in the 2 towns is taking ownership of the entire project. Kim will work on obtaining clarity on this. Regarding the other capital project for a new server, this has been funded and bids are out, due back this month. A review of the Library's current staff took place: FY'20, 9 FT, 7 PT; FY'21, 9 FT, 4 PT; FY'22 9 FT, 4 PT, with a request for 2 more PT enabling the library to increase night time hours, bring back Saturday hours and hire someone with expertise in archiving and grant writing. Jim complimented Kim on the details she provided at the meeting she and Dorothy attended in Wenham when presenting the Library's FY' 22 budget. On January 9th, there will be a marathon FinCom meeting with department heads for town services (no schools) presenting their budgets. The trustees were strongly encouraged to attend.

Minutes: Approved from November 12, 2020.

Director's Report and Financial Report: (see attached) With expenditures, everything looks good. **Budget:** See above. **Building:** the state elevator inspection went well and we are all set for the year. Hamilton DPW did a great job removing the 3 trees in front of the building, trimming hedges and getting the property ready for the winter. Most of the carpets were cleaned, with a remaining portion to be completed on 12/11/20. **Technology:** Four new staff computers have been installed: 2 at circulation, one for Lorraine in the Children's room, and one for Kim C. in YA. There is also a new laptop to be used for programs, webinars and meetings. Kim and Lewis are developing protocols and storage guidelines. Bids are due back for the server scope of work on 12/11/20 with a contract to be awarded by 1/8/21, and work completed by the end of June, 2021. **Personnel:** Contract negotiations are close to being finalized. The next joint select board meeting is scheduled in early January, when the contract will be presented and hopefully approved. Pending the approval, Saturday hours should resume, with an estimated start date of 1/23/21. Rob is resigning, effective 12/23/20, for personal reasons. He will be greatly missed. He has been with the library since 2012. Julie will write a note on behalf of the trustees, wishing him well. **Friends:** December is membership

month. Hopefully all of the trustees are members and will renew their membership. There is an online link that works well. Discussions surrounding a version of their annual meeting is taking place, with thoughts of perhaps using the tent that will most likely be set up for the annual town meeting this spring. **MVLC:** The Executive Director position has been posted. Due to the pandemic, some members of the consortia have rolled back their services to just curbside. Kim has been talking with her staff to make sure they all feel safe. She is watching the numbers, etc. If Town Hall stays open, she believes the library will stay open. **Other:** NuWave legal documents database has been added to our electronic resources as will Kanopy (streaming movies/tv), by year end. The library will be hosting an armchair travel virtual series from January to April. It will include presentations from Chronicle's Ted Reinstein on New England Road Tripping, along with a presentation on hiking Mount Kilimanjaro, seeing the world on a budget and a presentation on Dubai and Abu Dhabi, with a final program on great British Gardens. **Reopening update:** When the carpets were cleaned, all of the furniture was moved, creating an opportunity for Kim and staff to brainstorm what the library space might look like when they re-open. Check Outs in November were just 500 less than a year ago and the Holds Placed & Filled, which was 8,450 November 2019, jumped to 13,711 this past month! Tax help appointments will begin in February. **Reports from Staff: Amy** (Head of circulation) "Your Next Great Read" has been picking up. She is advertising it more on Facebook, which has helped, generating 6 requests this past week, 3 for YA and 3 for Adult. The pick up window is still very popular. The literary luncheon is going strong, with newcomers joining each month. Zoom has been wonderful for this event. **Kim C.** (YA) In October and November, the YA dept. hosted 6 online cooking workshops, for a total of 60 participants, averaging 10 per class, with both teens and adults participating. In partnership with Amy and Lorraine, Kim is creating new Beanstack challenges to launch in January. It encompasses reading challenges for all ages, with monthly raffles. The YA collection development continues, with the graphic novels and non fiction weeding being done this fall and into the winter. The YA Library Services Association published their updated list of Outstanding Books for the College Bound, which they update every five years. Kim has reviewed the updated publication and has ordered books accordingly.

Old Business:

a. **FY'22 Budget.** See above

b. **Circulation Policy:** (see attached) Julie made a motion, seconded by Judy, to approve the Circulation Policy as presented. Motion unanimously approved.

New business : None.

Informal discussion for items not anticipated: The question was asked if a portion of the roof fails, and destroys some of the collections, what happens. The answer is the library is insured. Hopefully though, this will not happen.

Meeting adjourned at 8:40 p.m.

Next meeting: January 14, 2021

Meetings for the remainder of 2021: February 11, March 11, April 8, May 13, June 10, September 9, October 14, November 18, December 9. All meetings begin at 6:30 p.m.

Respectfully submitted,
Julie Clay