

Hamilton Wenham Public Library
Minutes of the Board of Library Trustees
February 7, 2019

Present: Julie Clay, Chair, Dolores Boghdan, Dorothy Goudie, Nichole Gray, Dede Johnson, Jan Dempsey, Library Director

Meeting called to order: 6:30PM

Minutes of the January meeting were approved.

Directors Report and Financials:

Budget: The Joint Finance Committee budget meeting will be Monday, February 11 at 6:45 at the Buker School.

Reports: Jan has sent all the Annual Reports to Hamilton and Wenham Town Halls. A draft of the Long-Range Plan has been sent to the Trustees for a preliminary perusal. Jan will make corrected changes and improve the formatting before submitting it. Any changes can be sent to Jan.

Building: Elevator Engineering completed the work on the oil lines for the elevator at the cost of \$10,468. The state needs to complete the certificate of inspection. Billy Pantos repaired one of the maroon tables that were broken in the meeting room. Many thanks to Billy for doing the repair since a new table would have cost over \$400. Also finding a new table to match the existing ones would have proven to be a very difficult task. He also fixed a broken rod where the science and literacy kits are hung in the children's' room.

Jan will be meeting with Chip Hagy of the Tucker Company on Monday, February 11 to explore some sound muting ideas for the upstairs study rooms and also the area behind the reference desk.

Meetings: Jan attended the MVLC Small Libraries Meeting in Rowley on January 23 and the Social Services Team meeting on February 6. She shared our Library of Things and learned about Mobile Hot Spots.

Personnel: Correction: Amy's new title is Head of Circulation and Reader Services. Jan was pleased with Nancy's retirement reception and felt it went smoothly. Lewis Parsons started at the library on January 28 and is quickly learning the ropes. Jan shared that Lewis is a team player and has already contributed ideas for library improvements. Karen D'Ambrosio has completed an online course with the Reference and User Services Association entitled *Inside Interlibrary Loan:Basics for a New Millennium*

Gifts: A copy of the *Records of the First Church in Wenham Kept by Rev. John Fisk, Pastor 1644-1655* was donated for our closed stack collection as well as *Our Davison-Davisson Family History* by Christi Mettes Williams.

Upcoming Programs: Valentine's Seasonal Stories and Crafts-February 9, 2019 at 10:15.
Movie: Three Disasters: The Great Salem Fire, The Molasses Flood, and The Cocoanut Grove Fire – February 9 at 2:00.
Positive Preschool Parenting Mondays February 25-March 25 at 10:15
Crown Making and Pretty as a Princess: Snow Sisters –February 21 at 1:00
Hiking the Bay Circuit Trail March 1 at 10:30
Teen Poetry and Flash Fiction Contest ends March 21 with a reception on April 4.

Strategic Planning Process: Jan was in touch with the Mass Board of Library Commissioners. They recommended that the plan be for 2020-2024 with an action plan for the first two years included. Amy Clayton said that a completed plan was definitely the best gift that we could give to the new director. It is Jan's hope that the Board will approve the plan so it can be submitted to the state before she retires. The Board will vote to approve the plan at the March meeting.

Friends: The Friends met on January 15 and will meet again on February 19. The Book Sale will be in March. The preview event will be held on March 15 and then the sale will continue on Saturday March 16 and the following Monday March 18-Thursday March 21. Dede McManus thanked some of the older members who have contributed so much to the Friends and the Library.

Vacation: Jan will be on vacation in Florida February 23-March 8.
Rob Ponnelli, Assistant Director, will be in charge during this time.

Next Meeting: Thursday, March 14, 2019.

Meeting adjourned at 7:22 PM

Respectfully submitted,
Dolores Boghdan