

Hamilton - Wenham Public Library
Minutes from the Board of Trustees
February 11, 2021

Present: Nichole Gray, MJ Brown, Judy Bubriski, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler

Minutes: Approved from January 14, 2021

Director's Report and Financial Report: (see attached) **Building:** Mike is working with our HVAC Co. and electricians on our FY'21 Green Communities Grant to adjust the units to work as efficiently as possible and highlight any deficiencies. This grant was fully funded.

Technology: The contracts for the server replacement have been signed. An updated inventory of all of the computers is being done which will provide the basis for the equipment needed to purchase. The work will begin end of February, beginning of March. **Personnel:** We received 19 resumes for the Head of Circulation position. 6 candidates will be interviewed. Kim hopes to make an offer within a couple of weeks, with the aim of a mid March start date. **Friends:** The Friends are still struggling for membership. The Board has renewed their positions. If there is an annual meeting, it will be in the fall. The annual reports for FY'19 and FY'20 will be submitted in the spring via email. **MVLC:** They have started to offer new training for staff, which is great as there has not been any since the beginning of the pandemic, understandably so!

Other: The new library cards have arrived. Tax forms are on a cart in front of the library for residents to take. AARP tax appointments sign up began February 8th. The volunteers will be using the smaller half of the large meeting room. Seniors will drop off their paperwork to the volunteers. They will return to sign their forms when completed. This service is offered by the library. The library was awarded \$3500 from MBLC on the second round of Virtual Programming Grants through the CARES ACT. The money will be available in March, and we have until September to spend it. Kim and staff already have a plan to use the monies throughout the departments. This will help relieve some of the burden on the Friends. Kim took the blue prints for the building to Staples and had them digitized. The paper version of blue prints were frequently requested by contractors and were unwieldy. They are now on 2 different flash drives. In-building appointments continue with reduced capacity. The flow is pretty steady. The armchair series is going well, with 20 attendees for the first one and 30 at the second one. **Reports from staff: Kim C. (teen):** The new reading challenges were launched on Beanstack in mid January and currently have 56 readers signed up. New challenges are ongoing with frequent raffle drawings and prizes, for readers of all ages. **Lorraine (children's):** they are partnering with the Hamilton-Wenham Human Rights Coalition on a Family Book Club that will start in March. Books will focus on social justice and diversity topics, with discussion focused on personal and community actions that can be taken locally. The Book club is targeted at elementary age children and their families.

Old Business:

a. FY'22 Budget and Capital Update: Kim's presentation went well. There have been no further questions. Kim wrote up some notes on Massachusetts State Aid to Public Libraries that she provided to FINCOM. (see attached). Regarding the roof, they are doing due diligence on the warranties for both roofs. Both towns are involved in the process.

b. 2020 Annual Report: Kim presented a draft of the library's 2020 annual report that looked great. The trustees made a couple of suggestions that Kim will incorporate. The trustees discussed their 2020 annual report. They agreed that MJ and Dede would finalize the report, with approval from Nichole, and submit to Town Hall.

New Business:

a. COVID - 19 Vaccine & library: The library has been asked by both towns to use the library as a warming station and for bathrooms. Granting this request, which of course was done, while keeping the library operating, staff safe and surfaces clean, is logistically challenging.

Informal discussion for items not anticipated: A discussion took place regarding the funds given to the library in trusts. Julie will meet with Kim to get a status update and then do research to obtain clarity on ability to use the various funds.

Meeting adjourned at 8:06 p.m.

Next meeting: March 11, 2021.

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

Respectfully submitted,
Julie Clay