

**Hamilton Wenham Public Library**  
**Minutes of the Board of Library Trustees**  
**January 10, 2019**

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

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

**Minutes** from the December were approved

**Directors Report and Financials:** No new budget meetings have been announced. Jan anticipates revisions on the Library Director's salary and Head of Technical Services Line items before the budget is final. There might be some revisions before final meeting.

The library's annual report is completed and will be sent to both Hamilton and Wenham this evening (January 10, 2019) as well as the Trustees' annual report.

**Statics:** 85 people have used Hoopla

**Building:** Roof repairs are completed and State Aid money (about \$4,500) was used to pay the bill. Elevator Engineering has been by to measure for the new oil line.

**Technology:** Equitous is on their third month of service. Jan continues to monitor them. The new tech person might help with the monitoring.

**Personnel:** Jan's first choice for the new Head of Technical Services withdrew her application after being offered the position. The new Head of Technical Services will be Lewis Parsons. His responsibilities will begin on January 28. He has been a librarian in Gloucester for the last four years and has a helpful knowledge of computer applications. Significant training will be needed in Workflows as Gloucester uses Evergreen. The plan is for him to be scheduled at the circulation desk to better round out the position. This will allow Amy Dziewit, Head of

Circulation, to take on some new responsibilities including Literary Luncheon and the Adult Summer reading program. The Head of Technical Services previously did these duties. Amy's new title will be **Head of Circulation and Readers' Services**. Jan cleared this with Peter and will document the change for her file.

Nancy Day's retirement reception took place today (January 10, 2019). Jan submitted her letter of retirement on January 1, 2019. The letter has been attached to the minutes of tonight's minutes.

**Goals** for 2019 were discussed. The priorities for 2019 include:

- \* Building a relationship among the library staff and the Trustees as well as making the citizens of Hamilton and Wenham aware of the role of the public library trustees and the importance of public libraries.

- \* Submitting the 2019 Five-Year Strategic Plan to the Massachusetts Board of Library Commissioners and begin work on action plan terms.

- \* The hiring of a new library director.

**Programs:** In December Jan gave a presentation to Hamilton's Low Vision Group who came to the library to learn about the many resources we have available to them. Jan expressed that it was a privilege to be able to work with these people and help meet their needs. In January the library will collaborate with the Wenham COA to host Guided Memoir Writing.

**Gifts:** A gift of \$200 was received from PJ Solomon in memory of Tony Fucillo. We also received \$65.00 from Gillian Horner<sup>DB</sup> and \$100 from Elizabeth Duquette. Thank you notes were sent to all.

**Friends:** The Friends did not meet in December but will meet Tuesday January 15 at 7PM.

**Strategic Planning Process:** The survey is ended and tabulated results were sent to staff members and trustees. Jan will write up goals and objectives.

The Trustees discussed some of the survey responses, which included the replacement of parking signs; the locations of the children's check out space, and technology tutorials.

**Director's Retirement and Search Committee:** It is the responsibility of the Trustees to create a search committee and to hire a new director. As of this meeting January 10, it was suggested that the search committee be made up of the following:

Julie Clay, Dorothy Goudie, Nichole Gray (3 Trustees), Peter Lombardi, Pat Purdy, Jim Reynolds, Gwen Holt, Rob Pondelli, Lorraine Der (2 library staff).

The job description was approved by the board and will be posted at the MA Board of Library Commissions, MA Municipal Marketplace website and both town websites.

Jan will meet with Peter to discuss the possibility of staying until the beginning of April since both town meetings will occur on the first Saturday in April.

**Schedule of Trustees Meetings for 2019:** 1/10, 2/7, 3/14, 4/11, 5/9, 6/13, 9/12, 10/10, 11/14, 12/12

**Next Meeting:** Thursday, February 7, 2019.

Meeting adjourned at 9:47

Respectfully submitted,  
Dolores Boghdan

