

**Hamilton-Wenham Public Library  
Minutes of the Board of Trustees  
January 9, 2020**

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

**Minutes:** From December 5, 2019, approved

**Director's Report and Financial Report :** (see attached) Budget looks fine. Meeting with Finance Committee went well. **Building:**The Clean Team, who clean Wenham Town Hall, did an excellent job spot cleaning grease/oil on the carpet that a patron tracked in. We received a quote from them to clean for the library in for FY 21'. It is a little higher than what has been budgeted, but should even out as they provide their own cleaning supplies and products, which our current cleaning co. does not. Kim is working with Anthony to work out a contract. There was an issue with dumpster pickup over the holidays. Kim contacted Casella to clarify our pickup day and is working with Hamilton's Town Manager to see if the every other week trash pick up will impact the library. **Technology:** The new copiers/printers for patrons have been installed. Kim was not pleased with the install or the removal of the old equipment. She is working with the owner to resolve these issues. There have been issues with chrome crashing, group policy settings for the new public computers, problems with Windows updates, and invasive malware. Christine is working to solve these problems. Many of these issues would be solved with a new server, built from the ground up. This has been asked for in our capital budget request. The Assabet calendar and room booking software should both be launched by the end of the month. **Personnel:** Sarah Lauderdale is pregnant with twins in June. Kim is working with Rob and Anthony on how to fill her hours while on maternity leave. Wenham is holding a mandatory staff training on anti-discrimination and sexual harassment. Rob is doing his best to have as many staff attend and still keep the library open. **Friends:** They are hosting a book swap event at the end of January. Their next book sale is in March. **MVLC:** Kim and Rob have reviewed the test version of the mobile app and sent feedback to MVLC. Hopefully the app will be up and running in January. Libby 6.0 is now available with a number of significant updates, including push notifications. A boycott on MacMillan ebook purchases has been voted on because of their embargo on library purchasing (see attached) **Other:** Installation of the new meeting room equipment was delayed due to shipping. It should be completed by the end of January. The Preservation Assessment grant application has been submitted. We should hear by mid February. With the creation of the library's Social Media Policy, Lewis is assigned to Instagram, Rob is responsible for Twitter and Kim and Amy are responsible for Facebook, with Lorraine maintaining the Children's Room Facebook page. Kim's annual report is completed (see attached).

**Old Business:**

**a. Collection Development Policy:** (see attached) A motion made by Julie to approve the Collection Development Policy as written was seconded by Judy and unanimously approved by the trustees.

**New Business:**

**a. May Staff Development Day:** May Staff Development day is set for May 20, 2020. The trustees unanimously approved the library being closed that day, enabling all staff to participate.

**b. Museum Pass Policy:** (see attached) A motion was made by Julie to approve the Museum Pass Policy as written. It was seconded by Dorothy and unanimously approved by the trustees.

**Informal discussion for items not anticipated:** The trustees discussed their 2019 Annual Town Report.

Meeting adjourned at 8:05.

**Next meeting: February 13, 2020.**

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

Respectfully submitted,  
Julie Clay