

**Hamilton - Wenham Public Library
Minutes of the Board of Trustees
January 14, 2021**

Present: Nichole Gray, MJ Brown, Judy Bubriski, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler, Amy Dziewit - new Assistant Library Director

Minutes: Approved from December 10, 2020.

Director's Report and Financial Report: (see attached) **Budget:** Spending for FY'21 is on track. Libraries should be getting a state aid payment in February. With respect to circulation, there were 1,300 more check outs in December 2020, then in December 2019! **Building:** When the library building was closed for appointments (from 12/28 until 1/8/2021) the staff and Mike were able to clean out under the eaves on the second floor, enabling better access to storage. Some left over building materials, i.e. tiles and carpet remnants, were found that may come in handy some day. The "Orphans" statue sustained a minor chip when moved for carpet cleaning. The statue was originally in the old Wenham library in the children's room. Kim contacted Allied Conservation, who restored the statue a number of years ago. They will repair it and clean it and provide maintenance instructions, going forward. **Technology:** 3 bids were sent out for the server replacement. Equitous was the only one who come back with a bid. Christine is outlining the initial steps needed to begin the project which requires some inventory and housekeeping tasks, which Kim and Lewis will be working on. The actually work will probably start towards the end of February. Kim is also working with Christine on a budget for future technology capital needs. **Personnel:** The Union contract was approved by the joint select boards in early January. The Head of Circulation job has been posted. There were no internal candidates. **Friends:** The membership drive banner will remain up for the month of January. A new member joined the Friends' board in January, which is great. **MVLC:** The Safari Books platform changed its name to O'Reilly for Public Libraries. The content will stay the same, but the new platform will be more current. **Other:** Kim and Amy are working on redesigning the current library cards. They will include a color photo of the library along with the new logo. Patrons will get a regular size card and a key chain card when they sign up or replace their card. Current card holders can replace their card for \$1. Kim applied to the MBLC for a second round of Virtual Programming Grants awarded thru the CARES act. We applied over the summer and did not receive one. We will be notified in February if we are awarded grant money. **Reopening update:** The building reopened for appointments, with reduced capacity on January 11. Currently, in response to COVID, more libraries in the state are closed for appointments then open. The library will be open on Saturdays, starting January 23rd. At this time, there will be no in-building appointments. **Reports from staff: Lorraine (Children's) :** From September through December, 786 community members were served through a combination of in person and virtual programs. They are excited to launch their 10 x a Reader challenge: 1000 Books before kindergarten and 300 books before middle school this month. They continue to make improvements to the layout of the room and collections.

Old Business:

a. FY'22 Budget update: Still waiting to hear from the State what the required spending requirements are.

b. FY'21 capital/server replacement update: see above.

New Business:

a. Amy Dziewit, our new Assistant Director, was introduced. Amy has been with us since 2012. She was most recently Head of Circulation. Her promotion as Assistant Director

brings with her the institutional knowledge of our library, which is wonderful. She was heartily welcomed by the trustees.

Informal discussion for items not anticipated: Kim was asked to recap the history of the capital request for the library's shingled roof. In 2019, Kim and Mike discussed the deterioration of the shingled roof. Mike went out and received a quote for \$75,000. That was the number used when requesting funding for the roof as a capital project. In retrospect, that number should have been reviewed by a number of different people, but it wasn't. Meanwhile, Vicky, independently, had looked into a grant for the rubber roof on top of the Rec Department that ties into the shingle roof, for solar panels. It wasn't until the capital request for replacement of the library's shingle roof was made, that all the different pieces came together. Kim has spearheaded a meeting for mid January with Joe, Tom and Jackie to determine the steps going forward. The bottom line is, the shingled roof is failing. This has been confirmed by 3 different roofing companies. A question was also raised about the possibility of sending someone to grant writing school. Kim said she would ask other library directors how they are handling grant writing. Kim is working on the Meeting Room Policy, with a target date of completion prior to the library fully opening. Both Julie and Dede's terms expire this year. Dede will run for a second term. Julie will not run for a third term. Both Dede and Julie are At-Large Trustees.

Meeting adjourned at 7:42 p.m.

Next Meeting: February 11, 2021

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

Respectfully submitted,
Julie Clay