

Hamilton-Wenham Public Library
Minutes of Board of Trustees,
June 13, 2019

Present: Nichole Gray, Dolores Boghdan, Judy Bubriski, Julie Clay, Dede Johnson,
Kim Butler - Library Director
Absent: Dorothy Goudie

Minutes: From May, 2019 approved

Director's Report and Financial Report (see attached): We will be right on target for Books with a \$3,000 order coming in plus an Overdrive expense. The last warrant will be on June 25th for the fiscal year. Kim meet with Patty Moore, Wenham's Finance Director, about, among other things, step increases for staff for FY'20, and the state aid account. Kim has been working with Bill Tyack, Wenham's Head of DPW, to switch over the HVAC system. Her husband has been helping her with some minor maintenance issues until a Facilities Manager for Wenham is hired. Kim is also working with the cleaning co. to resolve some ongoing cleaning issues the staff has raised. The sound proofing has been installed and has made a difference. The sound proofing behind the reference desk was not able to be installed due to a clamping mechanism. That is being worked on. Kim will be meeting at the end of June with an energy coordinator to discuss a grant to retrofit the fluorescent lights in the library to LED. A significant savings would be incurred if this happens. Kim is putting together a proposal to ask the Friends to replace 6 public computers by the reference desk as they are Windows 7 and will no longer be supported as of January, 2020. The proposal is to purchase them thru MVLC, who are able to buy them at a discount and install them. Karen's computer in the main office also needs to be replaced. This will come from State Aid. Kim has meet individually with all full time staff and will meet with part time staff throughout the summer. Kim has arranged a training for MVLC to come in August to help the staff who maintain the collections to assist with culling older items and items that haven't circulated in a long time. Our renewal with EBSCO is coming up. Kim and Rob are reviewing the magazine circulation and will price out different vendors to see if there are some cost savings to be had. Kim has introduced herself to the Hamilton Selectmen, the Town Manager and other staff at Hamilton Town Hall.

Kim attended an all day meeting at MLS (MA Library System) Project SET (skills, empowerment and talent). It is a leadership academy that she attended in 2016. This year she was asked to apply to be a mentor and be part of the SET Teaching Crew. The academy is for library employees statewide. She will attend these meetings on the second Wednesday of each month for the rest of this year and next year. The library has subscribed to a new data base called CreativeBug which offers unlimited access to over 1000 online art and craft classes. Other libraries in the consortium have recommended it and the staff used the free trial and really liked it. We have contracted for a year's subscription.

In addition to Kim's report as Director, she has also included **Reports from Staff** (see attached): **Amy**, head of circulation and reader services, has started an adult summer reading program, starting July 1 until the end of August. She is also starting a Hot Titles section in July that are on the New York Times best seller list or that have long waiting lists time. These books will be in a designated display area in the library, encouraging patrons to come into the library as these books will be categorized only to be on display (and can't be placed on a hold list or sent to another library within the consortium) and checked out by a patron. They will go out for 2 weeks. This display will address the complaint by some patrons that we never have best sellers as they are always checked out and there is a long wait list. A portion of Amy's budget will go towards this program. **Kim**, head of Young Adult, made a total of 17 school visits during the 2018 - 2019 school year in addition to hosting 5th grade classes who visited the library on field trips. The Teen Think Tank had their last meeting in June. During the meeting, they

discussed metamorphosing into a teen volunteer service group for the fall. They will meet quarterly, where a library orientation/presentation will take place and perhaps a scavenger hunt to reinforce their library knowledge. Based on their knowledge, they may be able to sign up for volunteer jobs to earn their community service hours required by the High School. They also decided to changed their name from Teen Think Tank to L.I.T. (Library Innovative Teens).

Friends' liaison report: Kim attended the Friends meeting and was able to meet the Board members. The Children's book sale is on June 26. There is no meeting in July.

Old Business:

a. Final draft of Director's goals for 2019: (see attached) Nichole made a motion to approve Kim Butler's goals for 2019. Judy seconded the motion. Roll call vote with all in favor.

b. Strategic Plan approved by MBLC: The Plan is now on the library's website along with our action plan.

New Business:

a. FY '19 Budget closeout and FY '20 Budget update . See above under Director's Report and Financial report.

b. Technology planning: Kim and Wenham's interim Town Administrator wrote up another 8 month IT contract with Equitous, which will bring us to February, 2020, allowing the new Town Manager to have input with the next contract.

c. ARIS : ARIS opens on July 1. Kim will be attending a training during July.

d. Summer projects: Kim and staff have many programs and workshops queued up for the summer. Please see the library's website for a full list and the Director's Report for ongoing initiatives Kim and staff are working on.

Informal discussion: Kim has started a wish list with the staff (see attached). The list includes the request, the action plan and a time frame. Kim has raised the question why 4 trustees sign the warrants each time. In her experience in both Amesbury and Newburyport, the trustees did not get involved in the day to day bill paying which make up the warrant. Kim asked Jan about this and Jan said Wenham's Finance Director at the time Jan became the Library Director requested the form we currently use today, with the 4 signatures for trustees, be used when submitting bills. Julie and Kim will continue researching to see if there is something in the joint agreement requiring 4 trustee's signature and make a recommendation at the next trustees meeting.

Meeting dates for 2019: All meetings are on a Thursday at 6:30, unless others noted.

September 12th

October 10th

November 14th

December 5th

Next meeting: September 12th at 6:30.

Meeting adjourned at 7:55 pm

Respectfully submitted,
Julie Clay