

Hamilton - Wenham Public Library
Minutes from the Board of Trustees
June 11, 2020

Present: Nichole Gray, Judy Bubriski, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler and 2 residents. Meeting was a virtual meeting via Zoom
Absent: Dolores Boghdan.

Minutes: Minutes approved from May 14, 2020

Director's Report and Financial Report: (see attached) **Budget:** Hamilton's Town Meeting is scheduled for June 20th. Wenham's is scheduled for July 11th. We will have a 1/12th budget the beginning of July until we know if the budget is approved. The 1/12th budget is based on FY'20 budget. The Budget that went in is the budget we submitted in December. All capital expenditures have been pushed to a potential fall Special Town Meeting. Town Hall is aware of our upfront MVLC expense of \$50,000 due the beginning of our fiscal year. We should not have a problem paying that expense. We spent 83.86% of our book budget. The requirement for spending 100% of the budget to qualify for State Aid has been waived for FY'20. **Building:** One of 4 outside light fixtures at the front door of the library was inexplicably broken one evening. The police came and filed a report for insurance purposes. The company who made the light no longer manufactures that style. It was decided to wait and see where we are with the budget and how much the fixture is needed in the Fall when the days become shorter. **Technology:** The 2 new iPads arrived. Lewis is setting them up. They will be used for Zoom programing. Christine came to set up the two new staff computers that were ordered in the Fall for Karen and for Rob. Kim is putting together a proposed funding schedule to replace the oldest staff computers and laptops. **Personnel:** Hamilton and Wenham were informed of the staff's intent to join the AFSCME union. Kim meet with Joe and Anthony and both Towns' labor lawyers regarding the staff unionizing on June 5. Jeannine Curtis is retiring. She worked full time until 2010 and then continued as a part time employee for a total of 34 years of dedicated service. She will be missed! Dede will send a card on behalf of the trustees, thanking her for her many years of excellent service. **Other:** The summer reading software, Beanstalk, is back from the developer and ready to launch on June 20th. The Friends are supporting a large publicity push and will underwrite a mailer that will be sent to all Hamilton and Wenham residents. This software includes summer reading for kids, teens and adults, along with wonderful prizes from local restaurants. The summer reading dragon mascot has been named Kazul. In the past, she visited merchants throughout the 2 towns. With COVID -19, she will be hiding in different pages on the library website for families to find. The Children's room has been receiving wonderful feedback on all of their zoom and FB "Meetings/events/programs". Three staff members, including Kim, have been approved by the selectmen to carry over some of their vacation days. The rest of the staff are taking their vacation time, with everyone pitching in when a person is out, covering all different desks, which has been wonderful. Two libraries within MVLC had been scheduled to open on June 15th. As of our meeting, only one, Billerica, was moving forward. The requirements are for circulation transactions only inside the building which we are accomplishing with our "pickup window". Virtual programs are continuing with varied attendance. Kim is continuing to talk with her authors to switch them to the Zoom webinar format. Sean Timmons from the Rec department has reached out to propose a collaboration between the Rec department (his summer park program has been cancelled) and the library. The hitch is that he would charge each child to participate whereas the library programs are free. They are working to see if they can develop a program that will work for both departments. Kim applied for a CARES act grant from the MBLC for virtual programing aid for \$3,500. The grants will be awarded in July. A representative from the Northeast Document Conservation Center will be coming towards the end of the month to do the Preservation Grant assessment, that was to have taken place in March. Kim attended the

MBLC virtual training for the FY'20 ARIS report. The deadline has been extended from August to October. They have no idea what State Aid will look like this year as they have not received a budget from the government. In addition to providing library statistics, a general question is asked. Last year it was about the security each library had. This year it is about COVID - 19.

Old Business:

a. Curbside update: Curbside pick up has been very successful. To date, there have been 2,118 items checked out through the window. (Rob was pictured and quoted in a Salem News article written on the success of curbside pickup by local libraries). Currently, the staff work Monday through Friday, 9 to 5, with pickup hours between 10 and 3. Patrons have requested at least one evening pickup. Starting next week, the staff will change their hours on Thursdays to 12 to 8, allowing for an evening pickup.

New Business:

a. Town Meeting and 1/12th budget: see above

b. July possible re-opening plan: This will most likely not happen anytime soon. There is no indication yet from Wenham when PT staff can return to work. More will be known after the Town Meetings take place. Once PT staff can return, we will be able to offer more evening and possibly Saturday curbside pick up hours. Kim and Rob are working to establish a more consistent PT schedule to present to Wenham.

Informal discussion for items not anticipated. Nichole received an email from Wenham Town Hall, requesting completion of a performance appraisal for Kim. This was a surprise to all, including Kim. During November's Trustees meeting, the trustees reviewed Kim's goals and the language in her contract outlining her probationary period. The trustees agreed Kim had performed at a satisfactorily level, per the agreement. Nichole wrote a letter to that effect for the December meeting, saying the initial probation period had ceased and Kim's Agreement would continue to remain in effect until June 30, 2022, per her contract. That letter was sent to Town Hall. Nichole will follow up with Town Hall. It was decided a trustees meeting would be held in July, after both Towns had their annual meeting and elections, to welcome a new trustee and to discuss the results of the towns' meetings and where the library budget stood, along with COVID - 19 related happenings. The trustees want to wish Dolores Boghdan well, and thank her for her wonderful contributions during her term as library trustee. She will be missed!

Meeting adjourned at 7:47 p.m.

Next meeting, Thursday, July 16th at 1:00 p.m

Meetings for the remainder of 2020: September 10th, October 8th, November 12th, December 10th.

Respectfully submitted,
Julie Clay