

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-June 10, 2021

Present: Nichole Gray, Cara Fauci, Dede Johnson, Judy Bubriski, Dorothy Goudie, MJ Brown, Kim Butler, Director

Meeting opened: 6:31pm

Minutes: from May 13, 2021 approved

Director's Report/Financials/Statistics:

*Budget-As we approach the end of FY'20-21 our book budget is almost totally spent. There is still \$9000 in Building and Grounds, but we are waiting for plumber and HVAC bills. State Aid covered two new server charges and a yearly fee going forward for back-up by Equitous.

Kim had to put in for one transfer and must attend a Finance Committee meeting on Wednesday June 15 to complete the transfer of \$75,000 for the roof from FY '21 to FY '22.

Also, Kim might need to submit a second encumbrance for longevity and union increases.

Support staff leftover monies will go to salary merit increases in FY '22 in the amount of \$5000.

*Building-The teen area, with new furniture and paint, has a wonderful new look.

Roof-Vicky Masone is taking the lead here, drafting the IFB (Information for Bid) with Mike's help and hopes for the roof work to likely begin in September.

*Technology-Public computers and search stations have new locations. Christine (Equitous) is finishing up computer updates. State aid will cover replacement staff computers in late summer.

*Personnel-Ella Tran is our new page, starting June 14. The union has requested reopening COLA increase discussions for FY'22. Town lawyers are drafting a response to this request.

Amy Dziewit, assistant director, will attend the inaugural Emerging Leaders Cohort run by the NELA.

*MVLC-Billing notices are being resumed in late June. These will cover long overdue books and lost book replacements. Kim will attend a July 20 meeting to discuss ILS (zoom) software changes.

*Other-Wenham's new Town Administrator, Ryan Ferrara, from Boxborough will begin after July 4th. Contract negotiations are in progress.

Juneteenth is a holiday and the library will be closed.

Friends of HW Library will hold an outdoor pop-up book sale on Saturday, June 26, 10-2pm to sell donations already collected. Rain plans-large meeting room.

New language learning database-Mango Languages.

Kim will attend ARIS Report training on June 30, virtually.

Kim's vacations are June 17-23, July 17-24, August 21-28.

Summer Reading Program is themed "Tails and Tales" as an online offering through Beanstack. All ages are invited.

Our Library of Things now includes lawn games.

Old Business:

Reopening was very smooth.

Trusts-Judy Bubriski got gift accounts from Kim. Yeimi Colon at the Wenham Town Hall will meet with Judy after FY'22 begins.

New Business:

We as a board of trustees must vote whether to discontinue old policies: professional education incentive and professional development policy.

Friends Report: Cara Fauci reported that Friends discussed the June 26 book sale and how to advertise it. What information should the email to Friends members be included? There is no July meeting and the August meeting is in question.

Nichole announced that Kim Butler's annual evaluation was signed and submitted to the Wenham Town Hall. Thank you to Judy, Dede, and MJ for writing the final draft of the evaluation. Trudy Reid, Town Clerk, assured Nichole that all necessary documents were signed and turned in, including the Sexual Harassment/ Anti-Discriminatory document.

Meeting adjourned: 7:22pm

Next meetings: 9/9(IN PERSON FROM NOW ON), 10/14, 11/18, 12/9, ALL START at 6:30pm