

Hamilton Wenham Public Library
Minutes of the Board of Library Trustees
March 14, 2019

Present: Julie Clay, Chair, Dolores Boghdan, Judith Bubriski, Dorothy Goudie, Nichole Gray, Dede Johnson, Jan Dempsey, Library Director

Meeting called to order: 6:35PM

Minutes of the February meeting were approved.

Directors Report and Financials:

Budget: The Joint Finance committee budget meeting was Monday, February 11 at 6:45 at the Wenham Town Hall. No changes were made to the budget, but any capital requests have been put off to FY2021.

Building: Jim had a lot of work done on the HVAC system, which totals \$3,512.23. Roof repairs, IT, HVAC and the elevator problems have taken a toll on library funding reserves and Jan informed Jim that we need to put the brakes on spending. Hopefully FY2021 will move forward without any hitches. A quote was received from the Tucker Company for sound muting. The study rooms have the biggest problem with noise carrying through the walls. Jan will ask the Friends for funding (\$2000.00).

Meetings: Jan attended the Department Heads meetings for Hamilton and Wenham as well as Wenham's Social Services Team.

Personnel: All is stable. During the next three weeks, Jan will attempt to have things in order as much as possible for the staffing transition.

Programs: Teen Poetry and Flash Fiction Contest ends March 21. The reception is April 4th. Hoopla with Lewis is March 26 at 2 PM. Sunrise in Spain hiking program is March 30th at 1 PM.

Friends: The Friends met on February 19. The Book Sale starts Friday night March 22. Jan will stay to close up for the Friends. The new computer has arrived. Connie Tippens has resigned. Rosemary Hewett will be the new board member.

Strategic Planning Process: The draft Long-Range plan is ready for a vote. Once the Trustees have voted on the plan, Jan will submit it to the state. Once approved by the state, the plan will be added to the website. A motion was made and seconded for the acceptance of the Hamilton-Wenham Library Plan 2020-2024 at the March 14th Board meeting. It was unanimously accepted.

New Director: Julie will contact the 4 references for Kim Butler. There are specific questions for reference guidelines. Julie will discuss salary and benefits with Kim and determine when she will be able to start as the new director of the Hamilton-Wenham Library.

Thank You: Jan took the opportunity at the end of the meeting to thank the board, staff and patrons who have helped and supported her and the library for the past 14 years. Her final recommendation to the Board is to read the chapter about libraries in *Palaces for the People*.

We will miss you, Jan!

Next Meeting: Thursday, April 11, 2019

Meeting adjourned at 8:25

Respectfully submitted,

Dolores Boghdan