

Hamilton-Wenham Public Library
Minutes of the Board of Trustees
March 12, 2020

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

Minutes: From January 9, 2020, approved. (February's meeting was cancelled due to inability of some trustees to attend and illness of others)

Director's Report and Financial Report: (see attached for both February and March) A few highlights of **February's Report:**

- regarding the lighting project, the lights that were not changed were part of the original grant agreement not to include them, they are slated to be changed with the second grant round due to be submitted in February. Kim made it clear all lights included for the second round must be completely funded by the grant.
- all new copiers/printers are finally up and running.
- the new AV equipment funded by the Friends is up and running.
- The software for room booking is up and running and going well.
- The library is on Instagram!

March's Report: Budget: FY'21 library budget has been submitted, including our two capital requests for the server and the roof. The staff is on target to spend their allotted materials money. **Building:** the wooden library sign on the corner of Linden and Union Street is in need of repair. Given budget restraints, we will just resand it. The company who made the sign is still in business. Kim will contact them. Next year is the library's 20th year anniversary. Perhaps we will redesign the sign to include the new logo and make the sign brighter. Regarding trash, Casella does pick up weekly. Due to some illegal dumping into the dumpster, a new locking one has been purchased for \$50. The state elevator inspection went well and we are all set for this year. **Technology:** The new Windows 10 computers will be deployed on March 17. Kim is putting together a budget plan to address the 3 public PC's that have failed in the past month and the 4 staff computers that will need to be replaced this fiscal year. Evidently, most of the issues occurring on the public computers are due to our antivirus software. This software contract expires in May. We are looking into different options to replace this software.

Personnel: 4 resumes have been received to fill Sarah's maternity leave. Rob and Kim will conduct interviews next week. **Friends:** The book sale has been cancelled, see attached COVID - 19 update Kim created for today's meeting. **Other:** Assabet museum pass software went live on February 24 and is going well. Kim is contacting an approved specialist to evaluate our local history collection in connection with the grant we received. There are some time parameters that will most likely be extended due to COVID -19. Andrea Bunker, a building specialist with MBLC, visited the library to provide some space planning recommendations which were very helpful. The PLA conference Kim attended in Nashville was wonderful and rewarding. Kim thanked the trustees for enabling her to attend. See attached handout for her report. **Staff reports: Lorraine** (children's room): February vacation programming was a huge success with 170 children attending events at the library. On Take Your Child to the Library Day in February, a gift basket was raffled off. The winner, 9 year old Carlo, decided to auction off the basket to raise money for the Friends. He presented a check to Lorraine for \$100:!) **Kim C.** (young adult): Kim continues to visit the High School's independent reading class, talking about specific topics requested and bringing books. She is planning her summer workshops and is still searching for someone to help lead a short Dungeons and Dragons campaign.

Old Business:

- a. **Review February director's report.** See above.

b. PLA Conference Report. See above

c. Hamilton Trustee open seat. Papers were not taken out to fill this spot. We will wait until after the election to see if there are any write-ins.

New Business:

a. November election day closing. To be discussed at next meeting.

b. Library space planning. See above.

c. Posting meeting minutes and protocol for meeting cancellations. To be discussed at next meeting.

Informal discussion for items not anticipated: Wenham's Town Administrator, Anthony Ansaldi stopped by to discuss the Town's plans relating to COVID - 19.

Meeting adjourned at 7:45 pm

Next meeting: April 9, 2020.

Meetings for the remainder of 2020: April 9th, May 14th, June 11th, September 10th, October 8th, November 12th, December 10th.

Respectfully submitted,
Julie Clay