

**Hamilton - Wenham Public Library  
Minutes from the Board of Trustees  
March 11, 2021**

**Present:** Nichole Gray, MJ Brown, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler, Gary Cheeseman - Wenham Selectman  
**Absent:** Judy Bubriski

**Minutes:** Approved from February 11, 2021

**Director's Report and Financial Report:** (see attached) Financially, we are on track. Our statistics look good and healthy and are back to pre - COVID numbers. **Building:** The review done on our HVAC system with the Green Communities Grant discovered 2 leaking heat valves in the Children's room that were repaired with Grant monies. The library was closed the morning of the repairs, February, 24, as the heat needed to be turned off to complete the work. The Pereda sculpture has been repaired and returned. Allied Restoration, who completed the repair, will return in a few weeks to check the repair. **Technology:** Kim received the final price from Dell and the equipment has been ordered. Equitious is working to configure everything in preparation for the install when the equipment arrives. **Personnel:** Jane Wolff has been hired as the new Head of Circulation. She has been the Head of Circulation at Newbury library since 2014 and previously worked part-time at our library from 2010 to 2012. She will start on March 22. **MVLC:** A new Executive Director has not yet been hired. **Friends:** The Friends have wisely planned on carrying a budget of 3 years worth of funding, just in case something like this pandemic happened. Thank you Friends for having this foresight! **Other:** Kim and Kim Claire are working together to purchase some new furniture for the teen area. The Friends will give \$1000 towards this project. The estimate total is \$4-5,000 which will be funded through state aid and gift funds. June is the estimated date of completion. The library is starting to bring some programs outdoors. Kim is researching purchasing an outdoor tent for the library as the one we used last summer belongs to the Rec Center and will be in use. The library's large meeting room and the Rec center continue to host vaccination clinics. The space is well taken care of and cleaned after each clinic, which is great. The set up and break down of the large meeting room does require a huge effort by the library staff almost every weekend.

**Old Business:**

**a. FY'22 Capital update:** The warranty on the physical shingles went to the town lawyers, who made some suggestions. The shingles have a 40 year warranty, and only have 20 years on them. Stanley roofing is completing a report on the flat roof, which is under warranty until this October. Kim does not know what the status is regarding the solar panels. Kim is spearheading the roof project.

**New Business:**

**a. Meeting Room Policy update draft:** The biggest change is to eliminate the \$50 charge for Hamilton and Wenham official boards, commissions and trainings. The monies collected go to the town, not the library. Under the staff's union contract, staff will be able to earn Comp time if they come in early or stay late to accommodate meetings extending beyond the library's opened hours. Kim will resend a highlighted version to note the changes made. A vote will take place at next month's meeting.

**Informal discussion for items not anticipated:** Gary Cheeseman asked if the library has the original trust documents to see where there maybe available funds for the library to use. Julie met with Kim last month to get a status update of the trust funds. She is researching the various trusts and will let Gary and the trustees know the results when she completes her

research. Gary is hoping to have an intern look at all the trusts the town has access to and clarify how to access those funds that are unclear. Next month, Julie will propose an update to The Trustees Policy and Procedures to include delegating Warrant Signatory Authority to the Library Director annually. She will also provide an annual guide of action items for the trustees, based on a review of the minutes the past two years. Nichole thanked Dede and MJ for their excellent work in completing the trustees annual report . A copy of the report will be sent out to the trustees. Kim, Dede and Julie will review the current trustees documents binder and present their review at the next meeting.

Meeting adjourned at 7:24 p.m.

**Next Meeting: April 8, 2021**

Meetings for the remainder of 2021: May 13, June 10, September 9, October 14, November 18, December 9. All meetings start at 6:30 p.m.

Respectfully submitted,  
Julie Clay