

Hamilton Wenham Public Library
Minutes of the Board of Library Trustees
May 9, 2019

Present: Julie Clay, Chair, Dolores Boghdan, Judy Bubriski, Dorothy Goudie, Nichole Gray, Kim Butler, Library Director

Meeting called to order: 6:30PM

Minutes: April minutes were approved

The meeting began with welcoming Kim. This was her first official board meeting.

Directors Report

Budget: Kim reminded the Board that we are nearing the end of our budget year. She met with Chris Holak (Town Accountant) on May 8 for some training on SoftRight. They also reviewed the FY'19 spending. It looks like we will be overspent in Building & Grounds, which Jan anticipated because of the IT contract and we will be over in Heating & Utilities. It looks like historically this was made up through State Aid accounts. Chris recommended re-evaluating this in future budgets and he also gave Kim the contact information for the town Energy Manager to do an energy audit to see where/if we can save money in utilities and if there are grants to pay for that. Computer service for Equitous (\$1300) was paid out of state aid.

Building: As of May 17, Jim Politano (the facilities manager) is resigning to accept a position elsewhere. Kim will schedule a meeting with him to discuss any outstanding projects/issue related to the building and would also like to do a walk through with him before he leaves. The Tucker Company will be coming on Wednesday May15 to install the muting system.

Technology: Kim met with Lewis to get a state of where we are in terms of technology. Christine Letterman from Equitous is coming May 9 and Kim will assess with her where we are. Kim reached out to the new Town Manager to figure out if/how we move forward with renewing Christine's (Equitous) contract for FT'20.

Personnel: Kim met with Rob to discuss Performance Evaluations; these are no longer used by the town to determine merit raises. Kim will be scheduling individual meetings with each staff member for an information interview. It was decided to use in place of a formal evaluation for this year. Kim will check with the town to see if this is OK. A staff meeting for Tuesday, June 4 at 9:00 has been scheduled. It is Kim's plan to hold quarterly staff meetings. She and Rob will work on making sure meetings are scheduled at times that will allow for most of the staff to attend. Attached to the Director's report were reports from Sarah Lauderdale (Reference), Kim Claire (Teen), Lorraine Der (Children's) reporting on the activities in each department.

Friends: Kim met with Beth Myers. She got a tour of the Friends sorting spaces. She will attend the next Friends meeting on May 21. About 25 people attended the annual meeting.

Meetings: May 14 Kim will be attending the MVLC Membership meeting in Middleton.

May 20 Hamilton Selectmen's meeting. Kim and Julie will attend.

MVLC: At the March meeting Membership voted to join the Massachusetts OverDrive Reciprocal Lending Agreement (RLA). This agreement will allow MVLC patrons access to the OverDrive collections of all the other participating library networks across the state. This service went live on Monday, April 22, 2019.

Other: Kim will be at the MBLC ARIS workshop on June 17 in Merrimac. ARIS form will open on July 1. The state has switched to a new software vendor (Baker & Taylor) therefore training will take longer than usual. There is also a webinar on the new software on May 23 that Kim will attend.

Library Director Goals, 2019: It was recommended that Kim take the goals that she outlined and put them into 4 broad categories.

New Officers: (2019-2020)

Nichole Gray-Chair

Dorothy Goudie-Vice Chair

Julie Clay-Secretary

Dede Johnson-Liaison to the Friends

Next Meeting: June 13

Meeting adjourned at 8:00 pm

Respectfully submitted,
Dolores Boghdan