

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-May 13, 2021

Present: Nichole Gray, MJ Brown, Dorothy Goudie, Judy Bubriski, Dede Johnson, Cara Fauci, Director Kim Butler. No guests. Meeting opened at 6:31pm

Minutes: from April 8, 2021 approved

Nomination of Officers:

Nichole Gray - chair; will continue for one year

Dorothy Goudie - vice chair, will become chair in May 2022

Dede Johnson - secretary - Congratulations on reelection.

Cara Fauci - liaison to the Friends - Welcome and congratulations on election.

Director's Report/Financials/Statistics:

- Budget-Staff will order materials in time to make the June warrants.
- Building-Mike is focusing on boiler repairs and reconfiguration of space, including a spot for donated books for sale. Both DPW crews are helping to keep the grounds and parking lot at its best, including handicap parking spots. Teen area will be complete with new furniture and paint by early June.
- Technology-Christine expects to work with the reference department on new locations of computers and search stations. Board of Library Commissioners will pay for a hot spot device and service until Oct '22.
- Personnel-Linda Platt is now a PT library assistant (May 4) Jeanne Duffy is a page. We hope to have another page hired soon. FT staff evaluations by Kim in the process. MERIT-based raises will range from 1%-2%.
- MVLC-the new Executive Director is Patty DiTullio, former director at Ipswich Public Library.
- Opening Schedule and New Procedures-rolling expiration dates for library cards, automatic calls for holds, work flow changes at the circulation desk, volunteers coming back soon, opening and patron capacity changes in the next two months.

Old Business:

- FY'22 Budget and Capital Update-Town Meeting, both towns, passed the budget and the capital requests. Roofs will be repaired in the fall and solar panel work covered by a Green Community grant written by Vicky Masone, Energy Manager of Hamilton and Wenham, will be done. Kim has consulted with both towns' administrator/manager for guidance with the RFP (Request for Proposal).
- Trustee Binder Update-these are close to complete and will be available for pick up by trustees soon. Thank you from trustees to Kim and staff.

New Business:

- Library Trust Funds-All the money is in investment accounts administered by the Wenham Finance Department and invested by Bartholomew. The last annual report Kim has is from 2019. Judy Bubriski has offered to be the Board of Trustees' representative to work with the town administrator and finance department to oversee the library trusts.

Friends Report:

Dede reported that the Friends will have a book sale soon; Kim confirmed that it will be outdoors on June 26, offering for sale the stored collection of donated books. No new book donations will be allowed yet. Dede will attend the next Friends meeting on Tuesday May 18, 2021 at 6:30pm to introduce Cara Fauci to the Friends board as the new liaison to the trustees.

Meeting adjourned at 8:04pm

Next meetings: 6/10, 9/9,10/14,11/18,12/9, ALL START at 6:30pm

Hamilton-Wenham Public Library
MINUTES from the Open Board of Trustees Meeting-May 19, 2021 7PM
Discuss the Annual Evaluation of Library Director Kimberly Butler

Present:

Nichole Gray, MJBrown, Dorothy Goudie, Judy Bubriski, Dede Johnson, Cara Fauci

Agenda:

Each trustee shared opinions and an evaluation score for the eleven areas on the document.

Dede Johnson took discussion notes on a Google Doc of the evaluation document. Dede Johnson, Judy Bubriski, and MJ Brown agreed to write the final document and send it to Nichole Gray by May 24, 2021.

Nichole and Dorothy will meet with the town officials to submit and discuss the evaluation before June 1, 2021.