

Hamilton Wenham Public Library
Minutes of the Board of Library Trustees
November 8, 2018

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

Meeting called to order: 6:30PM

Minutes from October 11, 2018 approved

Directors Report and Financials: The FY20 budget has many moving parts. Jan is scheduled to meet with Peter and the new Finance Director on November 9, 2018. The meeting with the Board of Selectmen and Finance Committee is scheduled for December 1, 2018. Issues to be addressed include: Minimum Wage (going to \$12) and how the increases affect the wage matrix, the salary of the new Head of Technical Services (keeping pay scale at Grade J), the gradual increase to Building and Grounds to include the IT company and an increase for Heat and Utilities. Also the materials budget will have to be increased to remain compliant.

Statistics: October was a good month for statistics.

Building: The elevator repairs were completed but it did not pass the state inspection because of the existing oil line and Victaulic couplings. Although not part of the scope of work, the state inspector would like to see this changed to either welded pipe or threaded pipe. After many calls and an email, the library received a 30day (now 90 day) reprieve from the chief inspector. We also want in writing that this extra work needs to be done because interpretation of the code is rather cloudy: we interpret that the code for not using these Vicuaulic couplings anymore is for new elevators and or if you need to replace the oil line. We did neither of these things. In any case Elevator Engineering is contacting ITI and Jim is calling a certified welder so we will be ready to do this work if necessary. EE has never seen this happen before.

Technology: Peter Lombardi signed the agreement with Equitous. Their first on site visit was November 7, 2018. We should be successfully passing the torch within a few months.

Collection: Hoopla and NovelistPlus have recently been added the library's electronic resource collection.

Personnel: Kathy Lindsay is our new Children's Library Assistant. She has been training at the circulation desk for the past two weeks and started her regular hours on November 6. Jan would like to upgrade the Head of Technical Services position to someone who has expertise in electronic resources and desktop troubleshooting and will act as the liaison to the IT Company. This position will be posted by November 15.

There will be a reception for Nancy Day on January 10.

Programs: Voting went well but the parking lot was extremely busy all day. Chris Lee, Hamilton's Public Health Nurse decided to run an afternoon Flu Clinic in the meeting room. 35 people attended.

The Nanowrimo write-ins have been well attended.

Gifts: Jean Buckley's daughter, Breeda Garmil expressed that her late mother wanted to donate her Grandmother Clock to the library. Jean worked at the Hamilton Library and was a trustee for the H-W Public Library. For many years she coordinated the library Art Exhibits. Given the size of the clock (6'2" h. and the 16" base) , the library space available and the upkeep, the Board had some doubts as to whether this would be an appropriate gift. This being a sensitive and delicate situation, Jan agreed to speak further with Breeda Garmil.

Strategic Planning Process: The first Strategic Planning Meeting took place on October 11. It was very well attended. Jan did a SOAR exercise with the staff on November 2. They are now working on the survey questions and hope to have the survey finalized soon.

Friends: Since Dede was unable to attend the Trustee Board meeting, Jan presented the minutes that Dede submitted. The Friends met on October 16. The Friends will be purchasing a new laptop. Stephanie Moffat was nominated to the board and unanimously approved to a term ending April 2021. The annual meeting speaker is yet to be determined. Membership postcards need to be sent out annually and there was discussion about booksale advertising. Ruth and Heidi will work on this. They plan to have postcards out in December. The total income for the book sale was \$6306.18. The next meeting will be on November 13, 2018 at 7:00.

Holiday Schedule: This year the library will be open Christmas Eve (Monday) 10-3 and New Year's Eve (Monday) 10-5.

Calendar: A calendar for 2019 will be done at the December meeting.

Next Meeting: Thursday, December 6.

Meeting adjourned at 7:22 pm

Respectfully submitted,
Dolores Boghdan