

**Hamilton - Wenham Public Library
Minutes of the Board of Trustees
November 14, 2019**

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

Director's Review: Trustees reviewed Kim's goals and the language in her contract outlining her probationary period. The trustees agreed she has performed at a satisfactory level, per the agreement. Nichole will write a letter to that effect for the December meeting, saying the initial probation period has ceased and Kim's Agreement will continue to remain in effect until June 30, 2022, per her contract.

Minutes: From October 10, 2019, approved.

Director's Report and Financial Report: (see attached) The first budget meeting took place on 11/13. Some questions were raised that Kim is addressing. She will present to the Wenham Board of Selectmen on Saturday, 12/7 at 10:30. Nichole will attend that meeting with Kim. The LED lighting swap is going well. The additional undisclosed costs associated with the project will be split evenly among the 3 library gift accounts. The switch over to heat has had a few hiccups that have been addressed, including recalibrating the computer controls to insure the sensors are working properly. The annual elevator inspection took place this month. Mike Hrdy is working with the company to fix a few minor issues that arose. The library has 90 days to complete the work for certification. Kim met with the company who provided us with a quote for the proposed key FOB system. An updated quote for the meeting room doors and the main doors increased the quote to approximately \$8000. Kim decided to hold off on committing until there is more clarity in her budget. The Wi-Fi experienced a lot of issues this month, including being down for a few days. Kim is working with our IT company to address this and is asking for an evaluation in FY'22 from our capital funds. Kim renewed our contract with Copy Data, keeping the same pricing stature. The new copier will be installed next month. Kim is looking to replace the copier/printer/scanner on the first floor (the second floor one was replaced this fall). The children's room uses this machine. It is a 2011 model and can no longer be repaired. Kim is hoping to replace it early next year. The open page position that was offered to a HS student has been absorbed by Jeanne Duffy, the children's room page. The student decided not to take the job due to time constraints and Jeanne was happy to pick up more hours. Kim attended a number of conferences this month, all of which were helpful. She and Rob visited Gordon College's library and made some great connections. Kim will be presenting at the Wenham Citizens Academy on November 20, at 7 p.m. She attended the Hamilton Municipality Vulnerability Preparedness Project meeting that was held at the library the week after the power outage that affected many residents. All of the department heads were there and it was very useful. The library did have power during the 3 days of the power outage (the library does not have a generator) with approximately 1600 patrons coming into the library during those 3 days, which would normally see about 950 patrons. The Author Alerts from Engaged Patrons is up and running. The library also acquired 2 new Wi-Fi hotspots from Sprint, one that Patrons can check out and the other for staff to use for programs and outreach. We have contracted with Assabet Technologies to switch over our museum pass, calendar and room reservation software. There will be a lot of up front data entry, but it will be a big improvement from our current system with Plymouth Rock which is set to expire in March. The museum pass pick up has been moved from the second floor to the first floor, for better access for families and patrons with mobility concerns. The new Library Logo is being used and has received some great feedback! We were in the first group of libraries to receive approved certification for state aid by MBLC. Our first payment will be \$11,234, an increase of \$435 from last year. Kim is applying for a Preservation Assessment Grant from MBLC, due the beginning of January. The

grant will fund a consultant who will provide site visits and a written report that will cover a myriad of collection preservation topics, including building issues, storage space, security and many other factors. This will enable us to have the correct policies and procedures for special collection management, and allow us to know what we have in our collections before we start to digitize our collection. Sarah and Lewis are excited to participate in this project.

Reports from Staff: Sarah (Head of Reference) Its National Novel Writing Month! There were 21 participants at the first day frenzy and 16 at the first all day write-in! The concluding speaker is writer and author Satin Russell on December 10. **Rebecca (Adult services)** Lots is happening! Lewis is leading a new Global Reading Group with a focus on historical and contemporary nonfiction covering major global issues. Their first meeting is on 11/26. The first Friday of the month speaker on December 6 is William Shuttleworth who walked 3,000 miles across the US to raise awareness and funds for homeless veterans. Rebecca is trying more 'generic' community wide programming to bring in new faces. The flu shot clinic served approximately 100 people until it ran out of vaccine! The Red Cross Blood Drive collected 112% over their goal. The book club titles in stock for displays are wonderfully successful, 12 books vanished within 3 to 4 days! **Kim (YA)** the 5th graders from Buker and Winthrop had their field trips to the Library. Cutler will most likely come in the spring. The Paranormal Sighting series was fairly successful. A total of 60 patrons attend the 3 events. Kim is partnering with an independent reading class at the HS. She decided to focus on appeal factors using Novelist instead of genres and it was very successful!

Friends Liaison: The Friends raised over \$7000 at their Fall book sale! They voted to fully fund the new audio - visual equipment in the large meeting room. Thank you Friends! The drop box for book donations has been changed to near the large meeting room, which has worked well. There is an issue with people dropping off boxes of books in front of the library. Kim is working on a proposal and perhaps signage requesting people not to do this as the books are damaged when left outside.

Old Business

- a. **FY'21 Budget:** See above.

New Business

a. **Social Media Policy:** Kim has written up a Social Media Policy for the Trustees to review and discuss at our December meeting. Hamilton has a social media policy, Wenham does not. In drafting the Policy, Kim reviewed Hamilton's as well as other libraries who have policies.

b. **Discussion of Friends Liaison:** Due to Dede's schedule, she has requested sharing the position with another trustee. Dolores volunteered. Judy made a motion, and Nichole seconded the motion that the Friend's liaison be co-shared between Dede and Dolores. The motion passed unanimously.

Informal discussion: Kim is working on a Collection Development Policy. This involves what, why and how the library creates collections, with the same questions being asked when books are taken away from the collection.

Meeting adjourned at 7:45 p.m.

Next Meeting, December 5, 2019, at 6:30 p.m.

Respectfully submitted,
Julie Clay