

Hamilton - Wenham Public Library
Minutes of the Board of trustees
November 12, 2020

Present: Nichole Gray, MJ Brown, Judy Bubriski, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler

Minutes: Approved from October 8, 2020

Director's Report and Financial Report: (see attached) **Budget:** Budget numbers are due by November 30th. **Building:** The state elevator inspection is scheduled for November 16th. Mike fixed the outdoor lighting, making the front entrance much brighter, swapping out placement of fixtures and replacing bulbs with LEDs, along with fixing timers, ensuring the patio lights outside the Children's room work. Hamilton DPW cleaned up the parking lot, improving the site lines. The tree branches still need to be cut back. The carpets will be cleaned on Saturday, December 5th. This has not been done in 2 years. The cost will be approximately \$3500. The library building will be closed to patrons on the 4th, enabling the furniture to be moved off the carpets. It will reopen to patrons the afternoon of Monday, December 7th. **Technology:** The new staff computers have arrived and will be installed by Christine from Equitous the week of November 16th. We now have an online tracking system to tally reference questions, previously hand tallied. The online system is called Gimlet and is being used for reference, circulation and in the Children's room, effective October 5th. **Personnel:** Contract negotiations are underway with the AFSCME union. There have been 2 meetings. Three more are scheduled next week. The issue surrounding Saturday hours is a contract issue and has not been resolved. The town was given a cease and desist notice from the union regarding Saturday hours. The contract is between the town and the staff, not the trustees. Kim is taking the Supervisory Leadership Development program through the Massachusetts Municipal Association. The program meets weekly over zoom. It began on October 16th and will end November 20th. **Friends:** The Friends' board currently has 2 open spots. Most of their October meeting was spent discussing membership. An email will be sent shortly to remind members to renew their membership. The Friends have been very frugal with their spending. They use a 3 year rolling budget, and are ok for now, but concerned about the future. They have not renewed the museum passes, which are costly, as most museums are not accepting passes. **MVLC:** The Executive Director has left. Kristin Slater, who had been Head of Technical Services, and just appointed Assistant Director, will be the Acting Director for now. Membership has approved a new 49 day overdue notice. As libraries and patrons are still adapting to changes in service availability, this notice will serve as a reminder that the materials can still be returned and not considered lost. **Other:** Kim is looking into 2 new electronic resources to assist patrons during these challenging times. One, called NuWave Legal documents, would enable patrons with fillable and printable legal forms such as power of attorney, wills, etc. The other is Kanopy, which would be an additional streaming platform. Staff are using the free trials and providing feedback. A decision will be made by the end of the month. **Opening Updates:** The library services continue by appointment. The month of October showed a 35% increase in usage from September. The children's room opened mid October and has been very successful. **Reports from staff:** Lorraine has reported that Tessie the therapy dog will visit inside the library for November and possibly December. Together on Tuesdays will continue in November, using the Rec center gym. The children's story writing contests have kick off. This year's judges will be Sarah Lauderdale, Kim and Pat Purdy.

Old Business:

a. Library Capital: The new Server has been funded. Bids are out, due back December 10th. The roof has been pushed back a year due to confusion surrounding the rubber roof

which is over the Rec center and a small portion of the library and the shingled roof that covers the majority of the library.

b. FY'22 Budget Planning: (see attached) The guidelines Kim received from Wenham was to "keep your budget tight". The required budget for Certification and State Aid is \$996,341.00. Kim prepared a budget for \$1,000,236.00, which provided wiggle room of approximately \$5,000. After much discussion, a motion was made by Judy, seconded by Nichole, to approve the budget presented on November 12, 2020, contingent on any significant changes as a result of a union agreement. The motion was unanimously approved. A suggestion was made to create a trustees liaison position to assist with budget planning and to attend the budget planning sessions for both towns.

New Business:

a. Circulation Policy Review: Due to time constraints, a decision was made to move this agenda item to next month's meeting. Kim did clarify that the terminology used in the policy "local use only" meant no inter library loan.

Informal discussion for items not anticipated: None

Meeting adjourned at 8:25 p.m.

Next Meeting: December 10th.

Meetings for 2021: They are all on the second Thursday of the month at 6:30 p.m. except for November's meeting which is on the third Thursday as it conflicts with Veteran's Day; January 14, February 11, March 11, April 8, May 13, June 10, September 9, October 14, November 18, December 9.

Respectfully submitted,
Julie Clay