

**Hamilton - Wenham Public Library
Minutes of the Board of Trustees
October 10, 2019**

Present: Nichole Gray, Dolores Boghdan, Julie Clay, Dorothy Goudie, Kim Butler, Bob Woodbury - Library's representative from the Hamilton capital committee.
Absent: Dede Johnson

Minutes: From September 12, 2019, approved.

Director's Report and Financial Report: (see attached) Bob Woodbury joined us to talk about the Hamilton capital committee and to discuss the library's anticipated capital needs during the next 5 years. The committee's guidelines are a minimum of \$ 25,000 with a useful life of 5 years or more. (Wenham's capital expenditures have a minimum of \$10,000) Kim and Mike Hrdy have been working together to determine the library's capital needs . The HVAC system and the roof are the top priorities. New carpeting is also a need. The Finance Department has sent budget sheets to all department heads, due November 1. The security alarm is up and running with a new monitoring company from Ipswich. The contract with the LED lighting grant company, the Guardian, has been signed. The install will begin soon and be done between 6 and 10 a.m. An unexpected cost of \$8,000 is being charged to the library. Kim is talking with Anthony about payment. Kim received a quote to switch over to a magnetic fob system for all the doors. They would also provided access to software that would automatically lock and unlock the doors. All of the other Wenham town departments have this system. The trustees supported Kim to make this change. Kim received a new contract from Copydata for the public copy machine. She is waiting for confirmation that the library can keep the monies made from copying to pay for the lease. Meanwhile, the new printer/copier/ scanner for the administration has been very well received. Regarding IT, Wenham is working with 4 other towns on a feasibility study to provide regional support. Kim has provided some documentation for the study and will attend a meeting this month. MVLC is working on an Author alert for Engaged patrons that will enable them to receive alerts for new titles from their favorite authors. E-audio, distributed by Blackstone and Macmillan (our E providers) are making a change to their lending system that will delay when we can purchase it. There is an online petition through ALA that patrons can sign asking them not to make that change. To stay in compliance with ARIS, we will be doing a patron purge, which means that if a library card has not been used in 5 years, it will become inactive. The new library logo is ready to go and will be implemented this month. Staff training was a success, from both a training standpoint and for a community building standpoint for the staff. Another training is being looked at for the spring.

Reports from Staff: (see attached) **Kim Claire (YA):** a display was set up for HWRSD English class student assignment for a cultural memoir. 23 people attended the first Paranormal Sightings program. Scheduling for 5th grade field trips is in process. **Rebecca Shea** (Adult services) : 48 people signed up for the September library card sign up month GoPro raffle. The winner said "having a HW card is the best gift of all". Fall programs are going well with a healthy attendance rate. The library newsletter currently goes out to 2,870 people. The open rate is 30 to 35%, which is evidently quite good for a non-profit.

Friend's Liaison Report: The final numbers for the book sale haven't been completed yet. Kim will be talking with them about storage options for donations as the current system needs tweaking. She will also be talking with them about new equipment in the Program room. Nichole will attend the October meeting to thank them for all their wonderful support!

Old Business:

a. Old business: Warrant packets and signatures. Dorothy made a motion to move that the library Board of trustees vote to:

1. Delegate warrant signatory authority to the Library Director
2. Provide monthly financial reports (including balances of state aid funds, gifts accounts and trust balances)
3. When spending state aid funds, for payments over \$3,000, the Director will consult the Chair and keep the remaining trustees informed at monthly meetings.

Said authorizations will extend until the first meeting following the local elections and will be renewed annually.

Nichole seconded the motion. The vote was unanimously approved.

Julie and Kim will work together to add this to the Library Trustees *Policy and Procedures*.

New business :

a. Trustees meeting dates for 2020:

January 9th, February 13th, March 12th, April 9th, May 14th, June 11th, September 10th, October 8th, November 12th, December 10th.

b. Financial Report for the State. (see attached). Completed

c. FY'21 Budget and Capital report: (see attached) Kim reviewed it with the trustees, it looks good.

Informal discussion for items not anticipated: The November meeting will start at 6 p.m. to discuss Kim's 2019 goals.

Meeting adjourned at 8:30 p.m.

Next meeting: November 14th at 6:00 p.m.

Respectfully submitted,
Julie Clay