

**Hamilton - Wenham Public Library**  
**Minutes of the Board of Trustees**  
**October 8, 2020**

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

**Minutes:** Approved from September 10, 2020

**Director's Report and Financial Report:** (see attached) **Budget:** Wenham Fall Town Meeting is scheduled for October 17th. Both the roof and the server will be included on the Capital Budget request (the information received last month that the roof request was taken off the capital request was incorrect). No date has been set for the Fall Hamilton Town Meeting. Kim was pleased with the statistics report. **Building:** Mike stained the newly installed fence posts and they look great. New automatic water faucets have been installed in all of the bathrooms, courtesy of the CARES Act money, which is wonderful. The Environmental Health Inc. tested the air quality in the library and the results were all positive. The transition from A/C to heat has been successfully completed. Kim is collecting quotes from cleaning companies. Although we have been using JS Cleaning Co., we have not had a cleaning contract since 2009. Currently the library is cleaned daily by 1 person for 45 mins. to one hour, which is wholly inadequate. Kim and Mike have been meeting with Tim Olsen from Hamilton's DPW to discuss the grounds upkeep. There are 3 trees that are overgrown in front of the library that Kim is researching to see if they were a gift to the library, which will dictate how they are cared for. Kim and the heads of DPW from both Hamilton and Wenham are in discussions regarding which entity is responsible for maintenance of the landscaping and for snow removal. A recommendation may be made to make a change regarding the responsibilities of each town. This would require a vote by the Trustees. **Technology:** Kim is still waiting for a revised quote from MVLC on replacement of some computers and laptops and the printer server. She did purchase 2 webcams with microphones for the staff to help assist them in visual meetings and programs. **Personnel:** The first negotiation meeting with the AFSCME Union is scheduled for 10/15. Rob, Amy, Kim C. and Kim have attended some virtual conferences this month, resulting in lots of learning for everyone. We are still down 3 PT personnel. **MVLC:** MVLC is offering a new auto - renewal option for patrons. This will go live on 10/13. **Other:** The ARIS report and the Financial Report have been completed and submitted. **Reports from staff:** Lorraine (children's room) had a successful story walk and is planning another one in October. Tessie, the therapy dog, has come twice a month since August and will continue until the weather declines. Two of their Together on Tuesdays events are sold out, with the third already half full. They have been very busy fulfilling book requests via email and the phone and happily greeting patrons at the walk up window. Anthony Ansaldi will be recorded reading a "presidential" picture book to coincide with early voting in Wenham. In November, Katie Coppens, a children's book author, teacher and scientist will talk via Zoom about her books, her writing process and complete a science project to kick off the children's writing contest in November.

**Old Business:**

**a. Re-opening updates:** The Governor announced the move to Phase 3, Step 2 which includes increasing capacity for libraries up to 50%. Our occupancy level is unclear as the formula is quite complicated. In light of this and to err on the side of caution, we will continue our services by appointment. We have increased the amount of appointments allowed at one time from 10 patrons to 15 patrons. This is meeting demand as there is no waiting list. The second floor opened for browsing at the end of September. The children's room is planning to re - open on October 19th. The appointments will be limited to one family/household per 45 minute appointment. They are exploring the idea of allowing walk - up browsing appointments.

Until an agreement is met with the union, the library will not be open on Saturdays or at night. The pick up window is going strong. We served 2,068 patrons during July, August and September. The busiest hours for pick up are between 3 and 4 p.m.

**b. Fall Special Town Meeting and Library Capital.** See above.

**New Business:**

**a. Preservation Assessment Report:** The report was 65 pages long. Some of the highlights:

- Develop a Long Range Preservation Plan, which would include: how are the items catalogued, how do we store them, asking the question why we are keeping it, etc. An example is we have 50 years of Time Magazines...do we keep them?
- Create a separate Development Policy and a Standard Deed of Gifts Policy
- Strong suggestion for an archival staff position. This is a possibility as we still have 3 PT staff positions that have not been filled. A suggestion was made to talk with the Town Clerks as they are interested in this as well.
- Create a budget line item for our local History Collection and Archives.
- Apply for grant funding for future digitization
- Fund raising campaign for the library's 20th anniversary.
- Create a Disaster Plan
- Insure our art is properly protected.

The bottom line is we need to be properly trained in archival. We can consult with the organization that conducted the report, but the bulk of the work will be done by the librarians. A suggestion was made to explore funding from the CPC. Kim will look into this. Kim and her staff are still digesting the report as it was quite extensive.

**b. Library Policy updates:** Kim would like to continue updating our policies. Pre pandemic, our Social Media Policy, Collection Development Policy and Museum Pass Policy were updated. She is working on a Circulation Policy, a new Pandemic/Epidemic Policy and a Meeting Room Use Policy.

**c. FY '22 Budget planning:** Most likely a level budget will be requested. Given the past 6 months, with the fiscal year ending in the middle (June 30th), it is a bit challenging to make a budget as we were closed for the last 3 months of FY' 20, and have been slowly reopening the first 3 months of FY '21.

**Informal Discussion for items not anticipated:** None

Meeting adjourned at 7:42 p.m.

**Next meeting, Thursday , November 12, at 6:30 p.m.**

Meetings for the remainder of 2020: December 10th.

Respectfully submitted,  
Julie Clay