

REGISTER

Hamilton Wenham Public Library
Minutes of the Board of Library Trustees
September 13, 2018

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

Meeting called to order: 6:35 PM

Minutes from May 10 and June 14 approved

Directors Report and Financials: The budget is on track. Jan completed the state aid report and it is ready for Julie's signature. The library has complied with all state mandates and is eligible for state aid.

Building: Over the summer Billy Pantos and town summer help stained the bottom half of the library and the fence. The elevator repairs have been unsuccessful. Two new Two-Stage Lifting Cylinders are being manufactured in Quebec, Canada by ITI Hydraulik and the projected time for the installation is the first week in October. The cost will be \$40,000. Budget money and state aid money will be used for repairs. The out of service elevator has been a hardship for the patrons and the staff.

There has been some trouble with the air-conditioning on the second floor and the men's upstairs bathroom window: both have been fixed.

Parking was tight on Election Day and on the day of Wenham's 375th parade. Marking out spaces reserved for library patrons and staff helped on parade day. Patrons appreciated it and no complaints were received. Wenham DPW repaired the pothole by the library's entrance. There was a posting on the Hamilton Facebook page questioning why the library was closed during the Labor Day weekend. It has been an ongoing policy of the library to be closed so the staff might enjoy the long weekend. The board agreed that it would be better for the community to direct questions and concerns directly to Jan rather than posting on Facebook.

Technology: Jan is waiting for a Scope of Service from Equitous, a company that does the IT for libraries including Tewksbury, Topsfield and Methuen. She would like to try them out for an eight month period starting in November. Peter Lombardi is OK with the library using Equitous if cost is under \$10,000. MicroSupport does the rest of the town. We do not have a contract right now with MicroSupport. The charging station has been installed.

Library Director's Contract: The following changes have been made to the Director's contract: 60 days notice is now required for resignation, five sick days may be used for immediate family members issues and Jan has reached the top of the wage matrix.

Personnel: Over the summer two pages, Josh Hunt and Lizzy Dixon, resigned. Ella McCrae and Lily Knudsen have been hired and they will start training next week. Kate Sheldon who works in the children's room had to reduce her hours and Linda Platt has been hired to pick up the extra hours. Elizabeth Bellucci has been hired for Dede McManus's position. Miranda Griffiths, our Children's Library Assistant, has been hired by the Rowley Library. She will stay on here for the Saturday rotation until further notice. Her position has been

posted. Jan has one more personnel review to complete. Jan's contract is completed and ready to be signed.

Friends : Dede reported on the Friends meetings of June 20, July 18 and Aug 14. Since the June meeting did not have a quorum, the passing of agenda items and the election of new officers was not possible.

The Friends elected Dede McManus, president and Stefanie Kassabian, assistant president. The offices of treasurer and secretary were not put to a vote. Heidi Chisholm will remain as treasurer and since no one officially offered to be a permanent secretary, Beth Myers offered to be the temporary secretary.

Ralph Peteranderl will work on the Friends' website computer issues.

Booksale preparations: Last day Bags of Books will stay at \$10.00. Fran Cooper will sell some books on line.

There is an impressive selection of Art books.

The Friends want to donate money to help with the repair of the elevator. They generally do not contribute to library maintenance but are making an exception.

The new meeting night will be 3rd Tuesday of the month.

Summer: The summer was extremely busy and all programming was successful.

Gifts: The library received a \$500 gift from Robert and Barbara Maunus. A thank you note will be sent to acknowledge the gift.

Meetings: Jan attended the US Citizenship and Immigration Services' Office of Citizenship summer institute at the Boston Public Library on September 5 and the MVLC Membership meeting on September 11.

Strategic Planning Process: Jan attended two Strategic Planning meetings at the Langley-Adams Library in Groveland to bone up on the planning process. Michelle Eberle from Mass Library System will facilitate a planning session here October 11 from 6-9. People who have joined the committee so far are: Dan Bakinowski Denise Bisaillon and David Wagner. Lily Knudsen and Matt Pitkin will represent Teen Think Tank. A few more members are needed. Board members are welcomed to attend the session.

Jan will hold a session in October with the staff to devise a survey for the community. Her plan is to have a document ready for the Board by the December meeting.

Next Meeting: Thursday October 11, 2018 5:30-6:00 PM (to be followed by Strategic Planning session)

Meeting Adjourned at 7:35 PM

Respectfully submitted,
Dolores Boghdan