

Hamilton - Wenham Public Library
Minutes of the Board of Trustees
September 12, 2019

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

Minutes: From June 13, 2019, approved.

Director's Report and Financial Report (see attached): Kim met with a representative from the Hamilton Capital group (5 members appointed in Hamilton to assist the Town Manager in preparation of a 5 year rolling capital plan). Their threshold for capital spending is a minimum of \$25,000. Kim talked about the need for new carpets throughout the building along with an updated security camera and fob system. She will meet again with them on 9/19. Kim contacted Patty Moore about the library trust funds. Patty provided balances for each account which Kim put on a spread sheet, including information known on each account. She will reach out to Jan to obtain her knowledge on these trust accounts. The new Wenham facilities manager, Michael Hrdy, (a licensed electrician) has started and has been very helpful. Kim is maintaining a building log of ongoing issues and is sharing them with him weekly. The new phone system is up and running and has been a significant improvement in both efficiency and noise reduction. Hamilton switched over with Verizon from copper wiring to FIOS wiring. This has impacted the Library's fire alarm panel and security alarm system. The fire alarm panel conversion went smoothly, costing about \$500. The impact on our security system has been more significant as alerts are not being communicated to the alarm system. Kim and Michael are working on this. Meanwhile, the Hamilton police are aware of the situation and making extra patrols. Hamilton DPW has been very responsive to requests for help when grounds issues have risen. Kim is keeping a log of cleaning issues and is working with the contractor. Kim feels this needs to be addressed in the next budget cycle. The HVAC system has had multiple issues. We are already overspent by \$4,000 in FY'20. Kim and Mike are collaborating on it. We were awarded the grant to retrofit our lights to LED, which is great. No date yet for the change over. Regarding technology, 6 new computers have arrived for Patrons and 2 for the staff. (approved by the Friends at their July meeting) Equitous will install them on our network for a cost of \$3000. In light of this expense, careful planning will be needed for future upgrades. Kim is looking into updating our printer/copier options. The Patrons copier is maintained by CopyData from RI. Their responsiveness is unsatisfactory and their system is outdated. Kim is looking to replace them and is reviewing technology that is considered the standard in libraries today. It may be cost prohibitive to make any immediate changes, but will be considered in the future. The copier for the administration is over 13 years old and takes 4 pieces of equipment to copy, print and scan. A new contract has been signed with a new company who will provide maintenance and dispose of the old copier when the new one arrives. Sean Timmons at the Rec center would like to offer wifi at the Rec center. Kim and Christine from Equitous will meet with Sean to begin the process. We received a bequest of \$500 from the Adelaide E. Comegys Trust. This year, joint gift account money has gone towards Hoopla, aquarium maintenance in the children's room, computer equipment and our new logo design. The logo design is in process. Kim is starting to work with staff to develop a marketing and social media plan. The training that was done for weeding was productive and has resulted in moving the oversized books collection from the first floor to the second floor enabling the collection, some of which had been in storage, to be together. The ARIS report has been completed and sent in. (see attached) It is not unusual for reports to show some inconsistencies with a new Director, which was the case in a couple of sections. Kim spoke with them and it is not a problem as long as it stays consistent in future reports. Kim is working on the Financial Report for the state. It is due October 4. Once these reports are completed, we will be eligible to receive our first state aid this fall. The purpose of state aid is

to enhance the library as opposed to running the library day to day. Kim and Rob went to a staff luncheon with Anthony Ansaldi, Wenham's new Town Administrator. Kim attended her first department head meeting with Anthony as well. He came and toured the building. Anthony was impressed with the building and is eager to use the space for more town wide meetings and trainings. Kim has started to review all of our current policies with the goal of updating them on a rotating basis. Some of the policies have not been updated since 2005. She will be doing this with Rob and other department heads as needed. Kim would like to plan a monthly author series for 2020. This is in the works. Kim has toured the new Woburn library, which is a mixture of old and new. She was able to talk with the assistant director about vendors they have worked with and new ideas that came with a new building. She will be visiting the Quincy library as part of her SET mentoring and she and Rob will be touring Gordon Colleges' library who are wonderful outreach partners.

Reports from Staff: (see attached) **Amy**, (head of circulation) has received very positive feedback from patrons on the Hot New Titles collection. Amy reports that it is one of her favorite things that the library has done! The adult summer reading had 17 bingo cards returned and Amy received good feedback. **Lorraine**, (children's librarian) had a very busy summer with all the wonderful programs offered and had 447 registered readers! **Kim** (YA librarian) lead one of the summer reading book discussions at the high school with 19 participants! We had 371 total participation in the YA summer programs. The library hosted a new teacher orientation tour for about 20 new teachers. Both Lorraine and Kim (YA) spoke to the group about they can offer as a teacher partner.

Friends' Liaison report: The sound proofing panel that was damaged has been replaced. The company was not able to refabricate the sound proofing panels for behind the reference desk. The invoice was revised and the Friends paid the bill. Thank you Friends! Membership, booksale and communication with the public are the ongoing topics of conversation during Friends meetings. Kim is working on thanking the Friends for all they do thru the library's social media. For those of us on facebook, it would be great to support the friends on their facebook page.

Old Business:

a. Warrant packages and signatures: the trustees agreed with Kim and Julie's recommendations outlined in the document they presented (see attached). They will reach out to Anthony to get in touch with Town Counsel.

New Business:

a. Holiday closures for remainder of 2019 and 2020. Kim presented the proposed closures (see attached). The trustees approved.

b. Trustees meeting dates for 2020. Will be discuss at next meeting.

c. ARIS Report and statistics (see attached) and comments above.

d. FY'21 Budget. Will be discussed at next meeting.

e. Friends Book sale update. Will be discussed at next meeting.

Informal discussion for items not anticipated. None

Meeting dates for 2019: all meetings are on a Thursday, at 6:30, unless otherwise noted. October 12th, November 14th, December 5th.

Next meeting : October 10 at 6:30.

Meeting adjourned at 8:15.

Respectfully submitted,
Julie Clay