

Hamilton - Wenham Public Library
Minutes of the Board of Trustees
September 10, 2020

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

Minutes: Approved form July 16, 2020

Director's Report and Financial Report: (see attached) **Budget:** Spending has been on track. A question was asked about the program budget of \$1800. Kim explained the Friends pay for the majority of the programming. The \$1,800 is the annual fee for the software program calendar. The item labeled "tests" under Building & Grounds is the testing done while monitoring the security and fire alarm system. The State is providing money for COVID supplies, which are any supplies we would not purchase in non COVID times. Funds left over for FY'20 totaled over \$26,000, excluding salaries. That money went back to the towns. Wenham and Hamilton are each scheduled for a special town meeting this fall. Capital projects are scheduled to be an agenda item for both towns. There were two capital projects for the library: the roof and a new server. Evidently the roof project has been removed while the towns explore the roof warranty. **Building:** The wooden fence in front of the library on Union Street was completely rotted. We spent approximately \$2,200 in state aid to replace it. Mike sanded and painted the wooden library sign on the corner of Union and Linden and it looks much better. The library was awarded a second Green Communities Grant that will fully fund the remaining installation of the LED light replacement and retro - commissioning work on the HVAC system. Kim, Rob and Mike are working on how to adapt the pick up window when the days get colder. That desk is always staffed, so they want to make sure whoever is covering the desk stays warm. **Technology:** The computer (which was old) that had the printer server that operates the software needed to print to public machines has failed. This prompted an acceleration to replace all of the outdated computers: 8 staff computers, 2 catalog computers, the print server and at least one laptop. The cost will be approximately \$7000 (we will purchase the computers from MVLC), plus Christine's fee for installation. The funds will come from state aid and our "large" capital project budget for the fiscal year (last fiscal year's "large" capital project was the replacement of the phone system). **Personnel:** Christine Burns, a PT staff member resigned due to health concerns about returning to work. Sarah Lauderdale has returned from her maternity leave. There are now 3 unfilled PT positions. All of the Staff, both FT and PT, are officially union members. Kim, Anthony and the lawyers will meet at the end of the month to begin contract negotiation with the union, who have 3 representatives. The plan had been for the library to begin Saturday hours, but the union will not allow that to happen until there is a contract in place. **Other:** The summer reading program had 506 readers. It was a fun program, with drastic changes due to COVID, but went well. They are looking to use the same software for a winter reading program. Meanwhile, fall programming is being planned, with most remaining virtual. Lorraine is coordinating with the Rec dept. to use the outside tent for some smaller children's programs. We received the Preservation draft report from the Northeast Document Conservation Center. Kim and Sarah are moving forward with their recommendations. FY'20 ARIS report and financial report are open. There had been some software issues that have been resolved. The reports are due October 3. The Friends are planing to host a pop - up book sale at the end of the month that will resemble the Grab and Go brown bag event we had in May. Donations will be accepted at will, and can also be made online. The museum pass program is back up and running on a very limited basis, depending on the individual museums. Kim has made 2 virtual conferences available to staff that are happening this Fall through the New England Library Association and the Association for Rural and Small libraries.

Old Business:

a. Update on window pickup and Library re-opening: The library reopened by appointment on August 11th with mostly positive feedback. Some of the regulars have returned, which is wonderful. Some patrons were concerned with the 45 minute limit, but were pleased when they saw how browser friendly the library has been made. As fall progresses, they may open up the 2nd floor for browsing and add additional computers. As far as opening the children's room, Kim and Lorraine have weekly meetings, monitoring what is happening in the schools. The Pick up window has continued to be a huge success with wonderful patron feed back .

b. Library Directory evaluation update: Nichole reviewed her meeting with Anthony regarding Kim's evaluation. Anthony thought we did a super job. He asked questions about our responses and our process. He had a couple of recommendations. The first that Kim take a class for municipal leaders at Suffolk University, but wait until the classes are in person, as he felt she would get more out of that format then a virtual class. Kim had been thinking about this, so that was great reinforcement. The other is that now that the library has a \$1 million budget, we must continue to look at creative ways to limit the growth of the budget as he does not believe the 2 towns can sustain a much higher budget. Anthony was very complimentary of Kim. Kim received a merit pay based on the scores on her evaluation.

New Business:

a. Special fall town meeting and capital update: see above

b. Election day closing, 2021 Holiday closings, 2021 trustee meeting dates: The library closed for the presidential election in 2016 as Hamilton residences vote at the Rec center which is attached to the library, with a shared parking lot. The 2020 September primaries had a record turnout, with 40 % of the voters voting in person. Based on these statistics, Judy made a motion, seconded by Dede, to close the library on November 3, 2020 for the presidential election. The motion was unanimously approved. Kim reviewed the 2021 proposed holiday closings, pending union contract (see attached) . A motion was made by Judy, seconded by Julie, to approve the 2021 proposed holiday closing, pending union contract. The motion was unanimously approved. The trustees also approved the 2021 trustees meeting dates. They are all on the 2nd Thursday of the month at 6:30 p.m. with the exception of November's meeting, which will be the 3rd Thursday, as the second Thursday in 2021 is Veterans day.

c. Trustees training: A discussion took place on trustee training that is offered through MBLC. It was agreed that they have excellent programs, are very well organized and trustees should be comfortable attending any of the programs that interest them. Maura Deedy, an assistant library director prior to her current role as MBLC's Library Advisory Specialist, is an excellent resource.

Informal discussion for items not anticipated: None

Meeting adjourned at 7:33 p.m.

Next meeting, Thursday October 8th at 6:30 p.m.

Meetings for the remainder of 2020: November 12th, December 10th.

Respectfully submitted ,
Julie Clay