

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-October 12, 2023

Present: MJ Brown, Jane Kusel, Karen Bebergal, Bethany Yu, Director Kim Butler

Absent: Dede Johnson, Cara Fauci

Meeting opened: 6:40pm

Minutes from September 14, 2023 accepted unanimously

Thank you, Karen, for taking notes for the minutes!

Old Business: FY25-FY30 Library Strategic Plan-The Trustees unanimously voted to accept the final draft of the plan. Kim will submit it by December 2023.

STATISTICS/FINANCIALS/DIRECTOR'S REPORT:

Budget/financials: Kim met with Mike Hrdy and Vicky Masone. Three quotes for security cameras came in quite high. Mike Hrdy and Christine from Equitous will go over quotes and review.

Building: There is an HVAC issue where the required repair needs an internal part.

Personnel: The Saturday position is still open. Emma Mimmo is leaving her position as a Children's Room page and Claire Adler will fill that opening.

Technology: The mother board problem in the Children's Room has been addressed and should be fine now. This repair held up the deployment of all of the new computers.

MVLC: MVLC is surveying member libraries to learn what kind of professional development the libraries want MVLC to offer.

Other: Citron Hygiene has installed the new pad and tampon dispensers in the two ladies' rooms and the staff bathroom. The contract has been changed from monthly maintenance to bi-monthly as the use is slow so far.

There was an issue with a patron viewing inappropriate images on one of the public computers. Staff handled the situation well and the incident was well documented. As we have done with previous cases the patron is banned from the library for thirty days with a warning that if it happens again the patron will be banned for a year. Kim has not met with the patron as he/she has not since visited the library. Trustees might look at and update the computer use policy.

Our Let Freedom Ring event was a success. Twenty-one patrons of various ages attended. The staff worked very hard to put this together. Next year the library might hold the event for the whole day.

The first-year report for our LSTA grant (Access for All) is completed and submitted to the MBLC. Kim met with staff involved with the grant to plan for year two. Projects will include the continuation of Memory Cafe events, expansion of home delivery to Hamilton, more memory kits, and some additional assistive technology items.

Kim is working on her Annual Reports for the towns and should submit by the end of October. Jane Wolff is getting our new online staff scheduling software up and running. After a staff Q&A on Monday October 16, it is hoped to go live that same week. This new software will eliminate the paper/Excel schedule. An app is included which lets staff access schedules by phone and it updates in real time, alerting staff of schedule changes.

Kim wants to attend the Columbus, OH Public Library Association Conference in April 2024. It will include inspiring speakers and many timely and valuable topics to share with our library staff.

Reports from Staff:

*Jane Wolff, Assistant Director

We are expanding our home delivery service to Hamilton residents on October 30. Jim Reynolds from the Wenham COA has offered their van for the delivery. We are working on a back-up delivery alternative if needed.

*Lorraine Der, Children's Room

Lots going on.

Highlights: Working on two Cultural Council grants for summer reading programming. Julie Riemann is restarting STEAM for elementary aged kids, and offering a creative writing workshop for kids ahead of the Story Writing Contest. Would any trustee like to judge this year? Lorraine is continuing a collaboration with the Lappin Foundation and PJ Library, offering both Rosh Hashanah and Sukkot story programs this fall. Lorraine continues to collaborate with the Waldorf School in offering very sweet seasonal storytelling sessions.

Jessica Furtado, Adult Services

Delvena Theatre Company presents Meet Julia Child on Saturday, November 18 at 1pm. This includes a recipe swap; submission of recipes is open until November 15. Recipe collections will be available at the performance. Other events in November are lectures on Hamilton locomotive history, Shakespeare, and the ratification of the Constitution.

New Business: Budget Review: The Trustees voted that the Library budget be presented as written by Director Kim Butler.

Friends Report: Rosemary Hewitt reported that the current membership stands at 208 (3 are new for 2024 and 2 are early renewals). The total for these memberships is \$100.

Meeting ended: 7:55pm **Next Meeting:** November 9, 2023 at 6:30pm