

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-January 19, 2023

Present: Dorothy Goudie, MJ Brown, Cara Fauci, Karen Bebergal, Jane Kusel, Director Kim Butler
Absent: Dede Johnson

Meeting opened: 6:40pm in person

Minutes from November 10, 2022 were unanimously approved. Thank you to Karen Bebergal for taking notes in my absence.

Financials/Statistics/Director's Report:

Budget: As the budget remains tight moving into the new calendar year, we will likely use state aid to cover some building repairs on the elevator and the sprinklers (\$7000). In addition, those funds could help with electric and gas bills. We have not seen the bill for the solar project. Solar credits will be generating. Our FY'24 budget meeting with the Wenham Select Board and Fin Com went well on Dec 10.

Building: A lot of repairs this year. Boiler shut off over the holiday weekend and the company restarted it in time to reopen. More repair on boilers is needed. Still waiting on elevator parts. The water valve in the Children's Room aquarium has started a discussion around hiring a new maintenance company. Currently our annual charge for maintenance is \$1000. There have been no new illegal dumping incidents, maybe due to signs going up.

Personnel: a lot of staff illness, but we've worked around it to insure good patron service. We have had three meetings with the town and AFSCME negotiating team as the union contract is in a renewal process.

Technology: Lindley Slater is prepping the new 3D printer.

MVLC: All MVLC patrons need to enter their PIN to access accounts in Libby or OverDrive. MVLC is exploring more about the e-card project; more on this as it evolves.

Other: Jane Wolff and Kim Butler are working to move staff scheduling online. 'When to Work' will be implemented with an app in early February.

We are now generating solar credits, per Vicky Masone, but the credits will not appear on our bill for a while. Our savings will come from the difference between Solect's (the owner of the array) fixed electric rate and the rate we would otherwise be paying through National Grid. It is expected that the solar array will provide around 90% of the Library's total energy consumption annually.

The ComiCon event, scheduled for Saturday, June 10, will be run by Lindley Valcarcel, Lindsay Slater, and Kati Bourque.

Our ability to offer tax prep assistance has changed this year due to unforeseen circumstances. Sarah Lauderdale, Head of Reference, is working on assuring an tax prep assistance program in 2024, and for now she is directing patrons to locations nearby that provide the necessary services.

Director Becky Hermann of Chelmsford Public Library passed away and a condolence basket was sent to her staff.

Jane and Kim will attend the Volunteer Festival at the Community House on February 8, from 5-8pm. It is Friends Membership month and Kim urges all to join. Friends Annual Meeting is April 28. Weather issues closed Wenham town offices on December 23, and the Library did the same.

Reports from Staff:

Lorraine Der (Children's): December vacation week was busy with successful programs, and there are lots of new programs on the 2023 calendar.

Chinese Acrobat Li Liu will come during February vacation week. It will be funded by the Cultural council and run at the HW Rec Center.

Story contest winners are congratulated.

A field trip to two area libraries revealed some new ways to elevate our Children's Room.

Kim Claire (Young Adult): Busy Y.E.L.L. (Youth Engaged in Library Leadership) volunteers are doing special projects, shelving, creating new signage, setting up book displays and processing books.

Weeding book collections is ongoing. 2022 teen Write the Hook contest brought twenty-four entries from grades 6-8 and six from grades 9-12.

Friends Report: In comparison with last year's numbers, the membership drive signed up fewer new members and renewed members in the period of mid-December through mid-January. 72 people signed up, only 20 of whom were new members. The group is looking into ways to increase their membership numbers. Friends will attend the Volunteer Fair at the Community House on February 8, run by the HW League of Women Voters. Book Sale will be March 24-28, 2023. Ann Hood will be a featured author/speaker at the Annual meeting, April 28, 2023. Museum pass use increased in December.

New Business:

Annual Report from Trustees is due by January 31, 2023.

This is our year for the Library Strategic Plan. The process can be guided by MLS at no cost, but Kim would like to look into a private consultant, Greg Pronevitz, who estimates his bill would be \$2850. Jane Kusel offered to look over Greg Pronevitz's contract. There will be more discussion before the decision is made. An important part of this Strategic Plan process is to create a 10-15 person focus group. Staff Development Day for Bystander Training will be held on Thursday, May 18, 2023; the board approved this Library closure unanimously.

Old Business:

ARPA (American Rescue Plan Act) funding request update: the Wenham Select Board decided to fund our request for security cameras and a new key fob system for the outer doors, depending on approval from Hamilton to pay 2/3 of the cost.

LSTA (Library Services and Technology Act) grant update: Home delivery has started enrollment, but no sign ups yet. Memory Kits are on display. The Memory Cafes are open to all, even out of town patrons. Lindsey Slater is working on social media and dementia websites to get the word out.

Kim and Lorraine Der (Children's Librarian) are discussing the best way to use the recent Reinhalter donation.

Meeting adjourned: 8:05pm

Next Meeting: February 9, 2023, 6:30pm, in person