

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-January 11, 2024

Present: Dede Johnson, Jane Kusel, Karen Bebergal, Bethany Yu, Director Kim Butler

Absent: MJ Brown, Cara Fauci

Meeting opened: 6:32pm

Minutes for December 14, 2024: accepted unanimously

Financials/Statistics/Director's Report:

Budget: 12/16 Wenham budget meeting went well. A 1/16 meeting for capital requests is planned. Kim met with Town Administrator Poulos and Hamilton Town Manager Domelowicz to review the 5-year (painting exterior, carpet, boiler, etc.) and 20-year capital projects for the Library. More later on the projects included in the 20-year plan. Kim will send Trustees the 20-year list of potential items.

Building: Minor fixes with toilet, handrail, and heat adjustments.

Personnel: Allison Balcom is our new Saturday assistant and substitute librarian starting 1/3. She is fluent in ASL and works at the Beverly School for the Deaf.

Technology: Large tech upgrade is complete. We are focusing on smaller projects now: three replacement computers from MVLC. One is for the public catalog on the first floor and two will be staff computers, (Adult Services Librarian and the Reference Desk).

New portable projector for staff use only-to be used in the Children's Activity Room. New laser color printer to use as a backup to the large Konica in the admin office. It will be used for

smaller color print jobs and be in the Tech Services office on the first floor.

MVLC: MVLC has signed a new contract with Communico to develop a replacement app. Likely not to be functioning in January.

Other:

Still discussing with Hamilton Town Manager Joe Domelowicz and Bill Melville (HWCam) how the Library will help with holding meetings in the large meeting room. This is needed since the town hall is under renovation.

May 16th Staff Training. Trustees voted unanimously to close for the day. Tentative agenda will be a speaker on Readers' Advisory and other team-building activities. Trustees will provide a morning coffee.

The new Manchester-by-the-Sea Public Library Director visited and discussed its upcoming building addition grant process with Kim.

Kim plans to ask the Friends to fund the digitization of our H-W Chronicle microfilm at a cost of \$19,000. One company Kim is considering is Advantage Archives. This might be done in stages.

Adult Services Librarian Jessica Furtado is updating our visiting artist guidelines.

We need volunteers to shelve in the Children's Room.

The Library is closed on 1/15/24 for MLK Day.

Reports from Staff:

Jessica Furtado (Adult Services) New evening session of our Writing Group for those patrons who cannot attend during the day. Offering a Poetry Writing Workshop with NH Poet Laureate Diannely Antigua on 2/17. As a Valentine's Day event, the Memory Cafe will include an ice cream social and film Singin' In the Rain. All are welcome on 2/13, not 2/14.

Dede McManus (Head of Circulation) Two new book displays this month; popular debut novels of 2023 and fictional books about TEA.

There is a small cart of movies highlighting The New Year-New You DVDs.

Awesome Legos in the front entrance display. Lindley Valcarel and Kati Bourke are starting an adult Lego class soon, and they are the creators of the displayed Legos masterpieces.

Lorraine Der (Children's Librarian): There is new furniture in the Children's Room (thank you, Reinhalter Trust) for a Cozy Calming Corner. Winter and February Vacation programs include World Music Program with a 40 instrument musical petting "zoo" for kids to play with and use. Funded by our Local Cultural Council.

Old Business: Vote by Trustees on the Computer Use and Internet Policy was tabled until February. Jane Kusel will give input and share it with Trustees.

New Business: MJ and Kim have received a letter questioning whether an organization should be given permission to hold an informational meeting in our large meeting room. After discussion amongst themselves, hearing information from Kim Butler, and reading advice from KP Law, the Trustees decided on a response indicating that the meeting is in keeping with the meeting room policy. Jane Kusel will draft a response, and Dede Johnson will then respond to the patron's inquiry.

Informal Discussion for Items Not Anticipated: Jane Kusel will look into a State House hearing on Bill #H4235 and report to Trustees as news evolves. This bill is titled: An Act Protecting Against Attempts to Ban, Remove, or Restrict Library Access to Materials.

Meeting ended: 7:34pm

Next meeting: February 8, 2024 at 6:30pm

***Early meeting from 5:30-6:30 to allow trustees to work together on the 2023 Annual Town Report for both towns. As a board we created the bones of the report. Dede will put it in document form, get board approval via email, and send it to Michelle McGovern (W) and Laurie Wilson (H) by the due dates requested.