

**Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-April 13, 2023**

**Present: MJ Brown, Dede Johnson, Cara Fauci, Jane Kusel, Karen Bebergal,
*Bethany Yu, Director Kim Butler**

Meeting opened: 6:35pm

Slate of Officers: After discussion, motions, seconds, and votes, the following were *unanimously elected Board of Trustee officers until the April 2024 meeting.

MJ Brown-Chair

Cara Fauci-Vice Chair

Dede Johnson-Secretary

Karen Bebergal-Friends Liaison

Minutes of March 9, 2023 meeting: *unanimously approved

Financials/Statistics/Director's Report:

Budget:

Kim met with the Wenham Finance Director Yeimi Colon and decided that some end of year budget concerns will be covered by a transfer of funds at the end of FY'23 instead of using State Aid. Building maintenance expenses have been higher than expected.

The FY'24 library budget and capital requests passed in both towns. The two projects are: security cameras/key fobs and HVAC.

Also, Yeimi is streamlining the process through which Kim uses the trust fund money. Jane Kusel is continuing to work on the trust funds as well.

Building:

There have been more flat roof leaks, and the roofing company is handling the repair.

Mike Hrdy is repairing several leaks in toilets and urinals.

Personnel:

PT Children's Room librarian Michelle Carley began on March 21.

Adult Services Librarian Lindsay Slater is leaving on April 14 to work closer to home at the Billerica Public Library. Seven resumes have come in already for the job, and Kim hopes to fill the position by mid-May.

Union negotiations are complete and we have a new 3-year contract.

Technology:

The FY'23 technology capital proposal was completed, and, after signatures, the project should begin before June 30. Equitous employee Christine Letterman will replace 23-year old switches and upgrade the WIFI.

MVLC:

MVLC is launching a cybersecurity training exercise this week as part of their FY'23 Cybersecurity Grant from MBLC. Lindley Valcarcel and Kim will work on how best to get our staff trained on this new software called Curricula. Kim will be the new Assistant Treasurer of the MVLC Executive Board for FY'24.

Other:

Kim attended an MBLC Crisis Communication webinar about developing a communication plan.

National Library Week is April 24-29. The Library staff will have a spirit week with daily costume themes.

Volunteer appreciation event on May 1 at 3:30 with refreshments, certificates, and a token gift. Trustees are invited.

Reports from Staff: Lindley Valcarcel, Reference and Technology Librarian, reported that she assisted eight patrons during her scheduled tech help sessions. In addition she helped Kim and Jane with the new 3D printer policy and procedure draft.

Kim will attend the MLA (Mass Library Association) Conference in Falmouth from May 8-9.

Jane Wolff was accepted for the 2023 New England Library Leadership Symposium. It's a 4-day intensive training program to foster the mentoring and development of leaders in state and regional library associations. This takes place from April 24-27 in Stowe, VT.

The Friends Annual Meeting is on Friday, April 28, at 6:30. After a short business meeting, the author Ann Hood (Fly Girl) will speak. Trustees are invited to attend.

Friends Report:

Karen Bebergal attended the March meeting. She reported there are now 166 members, with 32 being new. The Friends are working on Comic Con (June 10, 10:30-3:30) including planning food for staff and volunteers, assembling craft supplies, and buying badges. Kim reported that the March book sale profit was around \$5000.

Old Business:

Strategic Plan Update: There have been 104 responses to the survey. Kim might tie in a reminder to complete the survey with an announcement about Library Week, April 24-29 to increase responses. All trustees will take part in a SOAR activity related to the strategic plan process. Kim will email some possible meeting dates, and we will try to get all trustees to attend.

New Business:

Library Director Annual Review-MJ will email a blank Annual Director Review document to give all trustees a chance to think ahead and be more prepared for the meeting. We will meet early at 5:30 on May 11 before the regular Trustees monthly meeting to complete the ADR 2022-2023 document, so that Kim has it before June 1.

Vote on Signatory Authority-Trustees *unanimously voted to give signatory authority to Kim Butler. There was a good discussion on whether we should assign a cap amount to this authority, but agreed that there are currently adequate checks and balances in place in the process.

3D Printer Policy-After discussion and suggestions, it was decided to include several ideas proposed by Jane Kusel and to email the final draft to trustees for an online vote to accept.

Informal Discussions for Items Not Anticipated:

MJ Brown is hopeful that the Library and the two COAs will coordinate their events to insure no duplication and best attendance possible. Kim shared that Assistant Director Jane Wolff frequently meets with both COAs to help make this happen.

Meeting Adjourned: 7:52pm

Next Meeting: May 11, 2023 at 6:30pm, in person

***Our new trustee Bethany Yu attended this meeting, but because she was not yet sworn in by the Wenham Town Clerk, we cannot count her votes. See the asterisks in these minutes.**

NOTE: Trustees should bring Trustee Handbooks to the May meeting so that Kim can update them through the summer months.