

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-March 9, 2023

Present: Dorothy Goudie, Dede Johnson, MJ Brown, Cara Fauci, Jane Kusel, Karen Bebergal, Director Kim Butler **Bethany Yu, a candidate for the open trustees position in Wenham, attended the meeting.

Meeting opened: 6:37pm

Minutes: unanimously accepted after two corrections

Financials/Statistics/Director's Report:

Questions/clarifications of monthly Expenditures: The budget line item of Memberships/Conference/Travel shows only 25% used thus far. Kim explained that there are two upcoming conferences to fund. Jane Wolff has applied for one-NELA.

Dorothy Goudie questioned the budget line item of Aquarium under Buildings and Grounds, wondering if Lorraine Der, Children's Librarian has hired a new aquarium maintenance company. Kim answered that Lorraine has not yet hired a new company.

Budget

Using the Reinhalter gift, Kim's top priority is to replace three public computers in the Children's Room and to buy a high-volume color printer for its staff. That would leave plenty to cover purchase wishes Lorraine Der will have. Final date for staff to order materials from vendors is May 15.

Building:

On February 22 some elevator work was completed, helping to insure a successful state inspection. Yearly inspection on fire extinguishers was completed.

The AV equipment in the large meeting room had a glitch recently. Kim got help from the company who installed it, and was able to restart the system.

There was another small leak in the flat, rubber roof over the second-floor women's room. The roofing company will come investigate.

The urinal handle in the first-floor men's bathroom broke causing some water on the floor and carpet. A plumber will fix.

Personnel:

Two candidates were interviewed for the PT Children's Room position. This is a replacement for Martha Morgan who left for a FT position. The new hire, Michelle Carley, will begin on March 21.

Union negotiations continue; it is hoped to have an agreement by Annual Town Meeting on April 1.

Technology:

Five new public computers are out and in use.

Lindley Valcarcel, Reference and Technology Librarian, is working on updated procedures for patron use of the 3D printer. The Trustees will review the policy and procedure. We had a brief discussion at this meeting and will continue looking at details and vote in April.

The scope of work for the FY'23 IT capital project was completed and sent to three IT companies for quotes. We expect to hear by March 10, and the contract will be awarded by March 24. Work is due to be completed by June 30, 2023.

MVLC:

MVLC has a new procedure for member library staff to submit requests for projects outside the scope of Core Services. This would include public catalog enhancement requests and new products. This will help the Central Site Staff manage their time more efficiently and equitably and capture important data required for assessing future staffing needs.

Other:

Because of weather issues, the Library closed at 5pm on February 23 and reopened on February 28 at 11am. Since then Kim has been discussing how the Library is informed about town-wide early closings. Next fall Kim will ask the Trustees to write a policy on how the director decides on early weather-related closures.

On March 4 there was a one-hour delay in opening to allow staff to get to work safely in the snow.

Reminder: Friends Book Sale date March 24-March 28, with Friday evening being Member Night.

Kim has been asked to participate in the Hamilton Master Plan focus group along with other Hamilton department heads. This will be a Zoom event on March 10.

The ten-year-old first-floor staff printer/copier needs to be replaced. There is some discussion that the Reinhalter gift money could be used for this.

The museum pass for Davis Farmland in Sterling, MA will not be renewed because of low circulation and because the pass is very expensive.

Reports from Staff:

Assistant Director Jane Wolff reported that we had our first Home Delivery patron on March 3, 2023. Jane and Lindley Valcarcel are involved with the H-W Human Rights Pride Committee for this year's Pride Picnic. There will be a Story Walk for this year's picnic, which takes place on Sunday, June 11, 12-4pm at the Patton Homestead. We hope to ask the Friends for some of the funding for the story walk.

Friends Report: No February report. Karen Bebergal has agreed to step in as liaison for the month of March.

Old Business:

Strategic Plan Update:

There have already been two focus groups, AM and PM, and they went well. Kim Butler formed the focus groups - a diverse selection of Hamilton and Wenham citizens and staff members. Michelle Eberly, our facilitator from MLS, gathered the information at the focus group meeting and was pleased with the first meeting. The Survey Monkey public survey was created by Kim Butler and edited by Jane Wolff, and it is ready to go. It will be distributed at Annual Town Meetings as well as being available on line and in the library. Deadline for survey return is May 5, 2023. The staff will do a SOAR activity at their Staff Development Day in May. They will also look at the vision/input statement. Dorothy reported that Michelle Eberly complimented Kim Butler on being organized and ready for the focus meeting. The new 2025-2030 Strategic Plan will be reviewed and approved by the Trustees next fall.

FY'23 Capital Project Update:-see above under 'Technology.'

New Business:

Annual Town Meetings-April 1, 2023

Strategic Plan public survey bookmarks will be available at the ATM in hopes to get as much public involvement as possible.

Informal Discussions for Items Not Anticipated:

3D Printer Policy for Users-this will be discussed and voted on at our April meeting.

Bethany Yu asked for an explanation of the role of the Friends of HW Library. Cara reviewed their role, citing some recent purchases.

Short positive discussion on a recent Memory Cafe which featured a ventriloquist.

We ended the meeting expressing thanks to Dorothy Goudie who will step down from the chair position and is not seeking reelection after serving for two terms. We will miss your excellent leadership and warm friendship, Dorothy.

Candidates Night March 30, 2023 via Zoom

Civics Bee run by H-W League of Women Voters on March 16, 2023 at the Miles River Middle School

Meeting adjourned: 7:25pm

Next Meeting: April 13, 2023 at 6:30 in person

