

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

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

Absent: Cara Fauci

Meeting opened: 6:48pm

Minutes from January 19, 2023: unanimously approved.

Financials/Statistics/Director's Report

Budget:

At a February 1 joint Fin Com meeting, which Kim attended, they discussed the Library's FY'24 budget and changed the capital request from carpet replacement to HVAC replacement, costing \$235,000.

Building: Piping repairs were done in the staff bathroom for \$500.

Luckily, there was no building damage in the freezing weather over the Feb 4 weekend.

Library Management Agreement-Kim, Rich Souza, Wenham DPW Director, and Steve Poulos, Wenham Town Administrator, will meet to update/change the agreement, which was created in 2001 when our new Library opened. If they do make changes the trustees will need to approve the new document.

Personnel:

Martha Morgan, PT Assistant Librarian in the Children's Room, will leave for a FT position in teaching/mentoring, starting March 11.

Union contract negotiations continue. Recent meetings were January 23 and February 6, with another one scheduled for February 28.

Technology:

Kim has written a draft scope of work for the FY'24 technology capital project which will spend \$40-50,000 to upgrade the wifi in the entire building. There will be a landing page to keep track of usage reports, and a firewall will be installed. In addition, all switches in the tech closet will be replaced.

The five new public computers are almost ready to be deployed. Lindley Valcarcel, Reference and Technology Librarian, is in charge of choosing the day that happens, and the public computers will be temporarily unavailable, probably for just the morning.

MVLC:

The MVLC Membership Committee authorized the creation of a new MVLC User Group dedicated to programming in libraries. Lindsey Slater, Adult Services Librarian, will attend their professional development meetings. The group's mission is to facilitate programming collaboration within MVLC.

OverDrive launched two new Libby app features - 'Deep Search' and 'Notify Me'. These allow users to find titles that are not yet in the MVLC shared collection, and then the patron will be notified if the MVLC acquires the title in the future.

Freegal Music+ offers improvements to its listening experience.

Other:

January 25th's staff CPR training, put on by Dave and the Hamilton firefighters, went well. Later in May the fire department members will return for First Aid training. In addition, Dave is speaking with the fire chief about supplying our Library with an AED (Automated External Defibrillator) unit.

Kim will attend two webinars on Feb 7 and 28 presented by MBLC (Mass Board of Library Commissioners) on Legal Issues for Libraries. Topics are meeting spaces and library collections.

There was a Library closure at 3:30 on January 23 due to snow.

Kim and Jane Wolff have planned a volunteer appreciation reception for May 1 at 3:30. Staff will provide refreshments.

Friends Report: No report as there was no meeting since January 19, 2023.

New Business:

Annual Town Report - The important points are overseeing the distribution of our trust funds and supporting the drafting and implementation of the new strategic plan. Trustee Jane Kusel offered to look at the trust paperwork to explore how we might umbrella some donations to ensure their best use.

Old Business:

We looked over the Strategic Plan Timeline and reviewed a list of potential members for the Strategic Plan Focus Group. This group (10-12 people) will take part in community visioning sessions and SOAR (strength, opportunities, aspirations, results) sessions. Kim Butler, MJ Brown, and Dorothy Goudie attended a zoom event run by MLS (Mass Library System) which outlined the timeline. Michelle Eberly from MLS is our go-to person and will lead the meetings. Kim will contact potential focus group members.

Informal Discussion for Items Not Anticipated:

Several Trustees and Kim gave very favorable reactions to the recent Volunteer Fair at the HW Community House, run by the LWV of HW. Our Library and Friends of Library were represented.

Meeting adjourned: 7:35pm

Next Meeting: March 8, 2023 at 6:30 in person