

Hamilton-Wenham Public Library

Minutes from The Board of Trustees-October 10, 2024

Present: MJ Brown, Jane Kusel, Karen Bebergal, Bethany Yu, Denise Bisailon, Grace Meo,
Director: Kim Butler

Meeting opened: 6:40pm

Financial/Directors Report:

Budget: Everything seems to be proceeding as expected.

Building: Mike Hrdy (Facilities Manager-Wenham) replaced the fire alarm batteries and it passed the inspection. The elevator failed its inspection. The emergency power switch needs replacement, which Mike will take care of.

Personnel:

Kim is working on a Saturday rotation for January to June FY25. Angelina will work with staff to plan a Saturday rotation FY26.

Technology:

Wenham switched its accounting software to a new server in Danvers. Kim is working with Micro Support in order to have her connection restored.

MVLC:

MVLC is launching the eRenew service. This allows library patrons to bring their library account up to date online!

MVLC has voted to renew their contract with Communico (app developer)

MVLC is in the process of negotiating a contract that could move their offices to Riverwalk in Lawrence from North Andover. This would take place in the Spring of 2025.

Kim will be attending the Director's networking event in North Andover on November 7. First time for this event.

Other:

The staff training on September 9 went very well!

Kim attended the Association for Rural and Small Libraries conference in Springfield, MA on September 12-13. The highlight of the conference was the speaker- Celeste Ng, author of Little Fires Everywhere!

Kim met with Wenham Town Hall to discuss possibly working with a new town website developer. Keeping the library page independent is on the plan.

The final grant report for the LSTA (Library Services and Technology Act) Access for All project will be due on October 15. All funds have been spent and Kim has submitted report.

Angelina will work on giving a little push to the Home Delivery Service.

The library will be closed on Monday, October 14 in honor of Indigenous Peoples' Day and Tuesday, November 5 for the Federal Election.

Kim will be speaking at the New England Library Conference in Portland, ME October 20-22.

Reports From Staff:

Jessica (Adult Services) is looking forward to sharing a great variety of exciting programs this month. A talk with Sally Snowman, retired Boston Lighthouse Keeper will top the list!

Lorraine (Children's Room) reports a steady flow of patrons coming in! Wonderful programs ahead...in particular, we are partnering with PJ Library once again to bring a few Jewish holiday story time events to the library!

Budget Process Update:

The Budget process will be online, in one central location.

Highlights:

Increase library hours.

More money into:

ebook and audible

MVLC Fee

Membership and Conferences

Landscaping

Capital Projects Update:

FY26 Plan-

Getting three quotes for parking lot. The hope is to share expense with both towns. The Rec Center and Pingree Park share the parking lot. Would like islands removed as they are very obstructive when the snowplows come in.

Replace storage shed. The existing shed is starting to rot from the bottom.

HVAC project will be delayed for the one condenser. The condenser that would be in stock and available would not be new. It is recommended and more practical to wait for the release of the new version of the condenser, which could put us into next spring or longer.

New carpet for the first floor-FY28.

Second floor-FY29.

New Boiler-FY30

Kim is working on a plan for security cameras.

Kim will be attending the Wenham CPC (Community Preservation Committee) meeting regarding the Digitization Project.

The Trustees were delighted to meet Angelina Miller- the new Assistant Library Director. She brings experience and enthusiasm to the position!

Friends Report:

Bethany reported that the friends would like to appoint one of their board members to attend the Trustees monthly meeting. The friends funded the Community Wide Read.

Items not anticipated:

The library closed at 4:30pm on Wednesday, October 9 due to a power outage. Power was restored and library opened as usual on Thursday, October 10.

Meeting ended: 7:56pm.

Next meeting: Thursday, November 14, 2024 at 6:30pm