

## **Hamilton -Wenham Public Library**

### **Minutes from The Board of Trustees-November 14, 2024**

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

Absent: Grace Meo.

Meeting opened: 6:30pm

Minutes for October 10, 2024: accepted unanimously.

#### **Financial/Directors Report:**

**Budget:**

FY25 is moving along as anticipated. FY26 budget process has begun. The Wenham budget meeting will take place on Saturday, December 14.

**Building:**

There are issues with the library not being cleaned and vacuumed thoroughly. Mike Hrdy has spoken to the cleaning company several times, and it has still not improved. Kim will look into switching to a new cleaning service in FY26, if the budget allows.

Mike replaced the worn out wheels on the podium in the large meeting room.

As part of Wenham's IT upgrades, there will be a new fiber optic line for the library.

Kim signed the contract with Secure Lock and Alarm for the security cameras and key fob system. We are using Capital and ARPA (American Rescue Plan Act) funds. Also, a small amount will come from State Aid. The work will start when the equipment arrives.

Hopefully in December.

#### **Personnel:**

The staff meeting will be on November 18. Kim will announce to staff that the library will be opening at 9:30am Monday -Friday. This will begin on January 6, 2025. Kim will work on PR for the new opening time.

The Friends voted to give Kim and staff \$400 for the annual staff holiday party. Kim and Angelina are working on finding a place to have it.

#### **Technology:**

Kim ordered the library's first self-checkout from Envisionware. The library received a discount of more than half off, and the software will be free. This could reduce some of the pressure on Circulation on days that are short staffed. It will also be helpful with the new opening time. The self-checkout kiosk will be next to the circulation desk. There will be a signal that pops if a patron needs assistance with checking out. Install will be December 11. Christine Letterman (Equitous) will be there to help that day.

### **MVLC:**

Executive Committee has received and reviewed the FY26 MVLC operating budget. We should be just about level funded in the membership fee for FY26. The content fee will go up a little bit.

Kim attended the first MVLC Director's Networking event on November 7. Kim found it very enjoyable. It was a great event to share ideas with other Directors.

### **Other:**

Kim met with School Resource Officer, Kim Bertelli from Hamilton. They met prior to the Buker School evacuation drill on October 17.

Kim attended the CPC meeting (Community Preservation Committee) for Wenham on October 17. Kim spoke about the intent for funding the Digitalization Project. Deadline for eligibility for Wenham will be November 18. Hamilton will be January 2.

The staff that is working on the Community Read will be developing and solidifying some of the programming. The book will be: *The Lioness in Winter*- by: Emily Franklin. A trip to the Gardner Museum is in the plan!

Kim reports that the New England Library Conference that took place in Portland, ME October 20-22 was wonderful! Kim received some nice emails after the conference regarding her presentation.

### **Reports From Staff:**

Wonderful programs in store, including the third annual writing contest and the second annual recipe swap!

### **Old Business:**

FY26 Budget Process Update was discussed.

### **New Business:**

Kim presented the draft for the Security Camera Policy.

Kim and Angelina have been working on priorities for the FY26 Action Plan.

**Friends Report:**

At the League of Women Voters Volunteer Day, our State Rep Kristin Kassner stopped the Friends table for a chat and some photos!

The Friends are discussing ideas for a Winter fundraiser or Community gathering.

The Friends need a speaker for their Annual Meeting.

Trustees will extend an invitation to a Friends Board member to attend a monthly Trustees meeting.

**Informal discussion for items not anticipated:**

Kim Claire ( Young Adult Librarian) Will be looking for a judge for the Teen Writing Contest.

Meeting ended: 7:55pm

Next meeting: Thursday, December 12, 2024, at 6:30pm