

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

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

**Meeting Opened:** 6:34pm

**Statistics/Financials/DIRECTOR'S REPORT:**

New Wenham Finance Director hired.

Materials spending is on track; we are about halfway through the fiscal year. Kim will watch utilities bills closely through the winter months.

The FY25 budget hearings for Wenham are on Saturday, December 16th.

Kim has met with Steve Poulos, Wenham Town Administrator, providing him with information on flipping a PT employee to FT.

Capital project for FY25 is exterior painting; we asked for \$50,000 and it's actual price will be \$75,000. Carpet replacement is in FY26.

**Building:**

The front door/handle was repaired and is now working properly.

MVLC and MicroSupport are working together to resolve the HVAC controls issue.

Vicky Masone is working with B2Q engineering consultants to work up the RFP for our HVAC replacement. (Vicky does procurement writing and writes green community grant proposals.) Some coils and piping will need replacement to be compatible with the newer refrigerant. This was not in the original proposal, so the cost could differ from the quotes.

A new volunteer is helping to clean up the outside grounds around our building. After he fills lawn/leaf bags the Hamilton DPW picks them up. Thank you!

**Personnel:** The Saturday/substitute position was given to Chris Palermo.

**Technology:**

The new Children's Room computers have been deployed and are working great.

Kim is working with Conway Technologies (They manage our staff copiers and printers.) to remove the broken first floor copier/printer and looking into buying a replacement through them.

**MVLC:**

MVLC presented their FY25 preliminary budget; it will move forward to membership and be voted on in November.

**New Business:**

Emergency Closing/Minimum Staffing Policy was unanimously accepted by the trustees. It addresses inclement weather, power outages, miscellaneous emergencies, extended closure, and minimum staffing.

MLTA Conference at the Shrewsbury Public Library-Trustees who attended gave a brief summary of the day and highlights of the hosting library's building. At a later date we will discuss joining the MLTA.

**Other:** New online staff scheduling software has launched, thanks to Jane Wolff's hard work helping staff adjust.

The October 23rd staff training went well; having Ipswich staff join the training was a success.

Kim attended a workshop by Mass. Library System on November 8, "Climate Adaptation for Library Facilities." It included New England and some other Northeast libraries. The topic was preparing our library for climate change, natural disasters, etc.

Kim continues to get quotes for security cameras and an access control system. The prices, thus far, are much higher than when we first submitted this as a capital project.

Kim and Jane are planning an off site/after work staff holiday party on December 11th.

The union arbitration hearing about PT staff and receiving holiday pay is on December 4th.

Kim will attend the Public Library Association Conference from April 3-5 in Columbus, Ohio. Kim will not attend Annual Town Meeting on April 6.

Tentative date for the Friends of the Library Annual Meeting is Friday, May 3. Schedule is 6:30 for a business meeting and 7:00 for a speaker. Refreshments are served. Author Meg Mitchell Moore will be the featured speaker.

November Schedule:

Closed: 11/10 and 11/11 Veterans Day.

Closing: 1:00 on 11/22 (union contract) and 11/23 and 11/24 for Thanksgiving.

**Friends Report:** The Friends' fiscal year runs from September 1-August 31.

New members=16, Early renewal members=6, Total members=221. \$485 total in the membership account.

September Book Sale profit \$5500. More volunteers are needed for the sale. One suggestion is to get students who are looking for volunteer service hours.

**Informal Discussion Not Anticipated:** We discussed if there is a way to quantify in dollars how much it costs to continually rehiring staff. What does it cost the library staff and town hall staff in terms of paperwork, advertising openings, training, exit interviews, etc? How can we keep our staff?

**Reports from Staff:** Jessica Furtado (Adult Services) reports that it's been a busy October collaborating with the Teen Department. Programs that were successful were tarot card reading, lantern making, and hula-hooping. November is busy with the writing contest and the Meet Julia Child event. December highlights are felted ornament workshop and Cocoa & Creativity.

**Meeting ended: 7:34pm**

**Next Meeting: December 13, 2023, 6:30pm**