

## **Hamilton-Wenham Public Library**

### **Minutes from The Board of Trustees-December 12, 2024**

Present: MJ Brown, Karen Bebergal, Denise Bisailon, Grace Meo, Director: Kim Butler

Absent: Jane Kusel and Bethany Yu

Meeting opened: 6:40pm

Minutes for November 14, 2024- accepted unanimously.

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

##### **Budget:**

FY26 Wenham meeting will take place on Saturday, December 14, 2024 at Wenham Town Hall. Kim spoke with Jeff Soulard (Wenham Finance Director) and Steve Poulos (Wenham Town Administrator) about her presentation for the meeting.

##### **Building:**

The Friends funded a new ADA adjustable desk for the first catalog search. Kim demonstrated the desk to the Trustees. It will be a beneficial addition to the library, especially for patrons with different disabilities. The Friends also approved a Dry Erase Board. They also approved a new display shelving unit for the first floor- which will be arriving Monday, December 16.

Some furniture modifications were done in order to accommodate the Self-Checkout Kiosk. A table was installed next to the reference desk on the second floor for the welcomed return of the community jigsaw puzzle! A microfilm computer/reader and a stand up desk for patrons was also added to the second floor.

In January Kim will present the Friends with a funding request for the remainder of the wooden chairs in the children's room, and a portable microphone and speaker for the large meeting room.

The wiring for the access controls system and security camera has started. Should be completed by the end of the year.

##### **Technology:**

The Trustees were very happy to see the new Self-Checkout Kiosk. It is up and running!

Christine (Equitous) was very supportive with the installation process.

**MVLC:**

MVLC approved a new proposal that will allow libraries to customize their own app features.

There will be an Equity Centered Leadership training program for directors and assistant directors offered sometime in 2025.

**Other:**

Our eligibility application to the Wenham Preservation Committee was approved. The same application was submitted to Hamilton.

The library should be receiving its second state aid payment sometime in March.

Kim and Staff had a great time at the holiday party at Game Time in Danvers on Monday, December 9.

Kim attended the American Library Association-Stand Up for Libraries webinar on November 22. ALA will be offering more in the series. Massachusetts Library Association (MLA) will be working with ALA over the coming months on this important issue.

Kim is organizing an all-day staff day for May. Looking into having a CPR refresher course planned for that day.

The Trustees voted to close the library for staff day on Thursday, May 15, 2025.

The library will be closed on December 24 and 25.

The library will close at 4pm on December 31 and all day January 1, 2025

**Reports From Staff:**

Terrific programs coming up in the Children's and Adult Services- including a cheese tasting with Vin Fromage!

**Old Business:**

The Trustees voted to approve the Security Camera Policy.

**New Business:**

New dates for the Trustees meeting were confirmed:

March 20, 2025

April 17, 2025

**Friends Report:**

The Friends are working on marketing volunteer opportunities to the community and fundraising ideas. The Friends 25th Anniversary Committee are exploring some ideas for the anniversary coming up. They are also working on finding a speaker for the annual meeting.

Meeting ended: 7:42pm

Next meeting: Thursday, January 9, 2025 at 6:30pm