

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-February 8, 2024

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

Absent: Cara Fauci

Meeting opened: 6:35 pm

Minutes for January 11, 2024: accepted unanimously

Financials/Statistics/Director's Report:

Budget:

*Kim met with the Wenham Finance Committee to review the FY25 request. The Library did not get a full time employee in this budget. Soon the budget will go to the Select Board for review and a vote.

*Kim has been working with the Finance Office to merge the state aid accounts in the town accounting software. This results in "found" state aid. Once the merge of Hamilton and Wenham is complete, our state aid account will total \$88,153.17.

Building:

*There are heating issues on the second floor. Mike Hardy feels it is a computer controls issue and is working with Johnson Controls to resolve the problem.

*Mike has also done painting/repair jobs related to a water fountain and paper towel dispensers.

*Kim met with B2Q about the HVAC capital upgrade. They think we can complete the project by the end of FY24. It is unsure as to whether we will need to close the entire Library or a section of the Library during the work.

*There is an issue with birds in the entryway; the solution is installation of spikes.

*Thanks to the found state aid money, we will get a new or repaired Library sign at the corner of Linden and Union by Adams-Ahearn Sign Co. and six more replacement wooden chairs for the Children's Room.

Personnel: The fully integrated Union contract was signed by the Union and the Select Board, providing an easier-to-read document.

Technology: There are three new computers: public catalog computer, reference desk, and Adult Services Librarian. Christine from Equitous will work on them on February 7 in preparation for installation.

MVLC:

*The iOS version of the new MVLC Mobile App is now available, downloadable at the Apple App Store. Android version coming soon.

*MVLC will be updating to a multi factor authorization for staff email accounts, starting in March and ending in June.

Other:

*Kim has booked Leanne Ellis (\$400) to speak at the May 16 staff training day. She worked at Wakefield Public Library and is now a consultant/trainer on readers' advisory.

*Jane Wolff and Kim are updating internal practices including opening and closing procedures; a volunteer handbook and policy; and First Amendment Audit checklist.

*Tax assistance is available at the Topsfield or Danvers COA. Next year, if there are enough AARP tax assistance volunteers, our Library will again offer services.

*Wenham is offering trainings on Harassment/Discrimination and Town Meeting.

*Friends Spring Book Sale dates: March 22-March 26.

*Library is closed on Presidents' Day, February 19.

*Comic Con is scheduled for June 8, 2024

Friends Report: Karen Bebergal reported on the January 30, 2024 meeting. The Friends board members are not in favor of a membership mailing as the cost is very high. Bethany suggested that maybe Essex Tech HS could help with the creation of the mailer. Membership is 111 with a total of \$4390 minus PayPal fees. The group liked Karen's suggestion for a raffle basket fund-raiser. The Friends are hesitant to fund the H-W Chronicle (newspaper) microfilm digitization project suggested by Kim Butler because of the price at \$19,000. There's a possibility that the Wenham Assistant Town Manager Joseph Pessimato will get CPA funding for this project.

Reports from Staff:

*Jessica Furtado (Adult Services): February and March Programs—

Poetry Workshop with Diannely Antigua, Collage Night, Ukrainian Egg Workshops (Kati Bourque), Celtic Concert, Memory Cafe (Elvis tribute), Ahead of Their Time: Inspiring Women of Literature.

*Lorraine Der (Children's Room): Take Your Child to the Library Day (70 ppl) was a great success. Lots of February vacation programs.

Old Business:

Computer Use and Internet Policy document-Trustees voted unanimously to approve this and thanked Jane Kusel for her input.

New Business:

The Art Display Program document did not need a Trustee vote, but our discussion showed favorable reaction to it. Jessica Furtado worked on this document to clarify the rules for visiting artists.

Informal Discussion for Items Not Anticipated:

*There are two elected at-large openings for Trustees: Dede Johnson and Cara Fauci.

*We discussed the idea of maintaining Trustees records on sensitive topics. The Chair and Secretary will have duplicate files including correspondence to/from patrons regarding these policy questions.

Meeting ended: 8:15 pm

Next meeting: March 14, 2024 at 6:30pm **Note:** Our April meeting is April 25, 2024 at 6:30pm (This change from regular second-Thursday rule is due to town elections and school vacation.

