

Hamilton-Wenham Public Library

MINUTES from The Board of Trustees- April 25, 2024

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

Absent: Grace Meo

Meeting opened 6:38pm

Slate of Officers: The following were unanimously elected Board of Trustees Officers until the April 2025 meeting.

MJ Brown-Chair

Jane Kusel-Vice Chair

Karen Bebergal-Secretary

Bethany Yu- Friends Liaison

We welcomed our new Trustee- Denise Bisallion.

Minutes from March 14, 2024 were unanimously accepted.

Financials/Statistics/Directors Report:

Budget:

FY 25 budget and capital passed at both town meetings.

FY 24 is winding down, as Kim monitors certain items. Especially the utilities line.

Fy24 capital project: The HVAC design and engineering plans continue to be worked through. Kim will check in Vicky Masone, (Hamilton Energy Manager) who is writing the bid, before our May meeting. It is anticipated the work may not begin until the Fall. The Capital funds can be encumbered.

Building:

Mike Hrdy (Facilities Manager- Wenham) has turned down the heat significantly. Kim is monitoring the heat as we gradually move into warmer weather, and working with Mike on a date in May or June when to turn the AC on. To save some money, Kim will put off using the AC as long as possible.

A price of \$800 came in for power washing the granite fence and signposts. More quotes will continue to come in.

HW Cam is installing the equipment for televising the Hamilton Select Board meetings. Meetings will begin in May. They could be occupying the large meeting room for quite some time. Hamilton Zoning and Planning Board meetings will take place in the library as well. Trustees discussed responsibility of security and boundaries of use as these boards make use of this space.

Dodge Tree Company trimmed the trees at the back of the parking lot. They were overgrown and obstructing the lights. The cost was \$1600.

Technology:

Two public scanners were replaced. They were becoming worn. Lindley will work on getting them installed.

Kim and staff are working with MVLC to turn on two factor authentication for staff email addresses. Lindley has done a great job getting everyone ready.

MVLC:

Patrons are now able to view their checkout history in the MVLC app.

At the February meeting, MVLC approved to change the default lending period in Overdrive/Libby from 21 days to 14 days. The option is still there to borrow items for 21 days.

Kim will continue to serve on the MVLC Executive committee for 3 more years.

Other:

Second payments of state aid were sent out. The library is receiving \$7,380.97 for Wenham and \$9,576.01 for Hamilton.

Kim met with Melissa Elmer from the Community House to discuss their initiatives for the year. There is a possibility of more regular meeting collaborate with them on programs and events.

National Library Week was celebrated with themed costumes and regular posts on social media.

Kim will continue to work with staff on bringing back the Community Read. An exciting program!

Kim has been working with Sarah (Head of Reference) getting the magazine collection organized, eliminating dated material.

Kim attended the PLA conference. It was very well attended. Mychal Threets was an engaging and wonderful speaker!

Kim will attend the MLA conference in Framingham May 6-7. It is anticipated to have a large turnout.

Friends of the Library will have their annual meeting followed by author Meg Mitchell Moore as the Featured speaker. She will signing copies of her books.

Reports from Staff:

Jessica (Adult Services) has a busy May ahead, with some wonderful programs!

Lorraine (Children's room) is looking forward to sharing the cozy and quiet corner with patrons on May 9. All of the new furnishings were provided by the Reinhalter bequest!

Old Business:

Volunteer Policy:

Trustees voted to accept the volunteer policy as drafted with a few modifications. It was also suggested to add something in the policy that would help a volunteer respond to a person or group coming into the library to videotape.

New Business:

Library Director Annual Review:

Review from last year will circulate for Trustees to review. Kim will email her goals. We will meet at 5:30 on May 9th before the regular Trustees monthly meeting.

The Trustees voted to accept the plans for the new sign and to move forward with the project. Kim will talk to Mike Hrdy about possibly adding solar lights to illuminate the sign.

Friends Report:

The Friends had a nice boost in membership during the March book sale. Membership stands at 180. The total collected is \$6,130.00 less paypal fees.

The March book sale brought in \$5,848.60

The much-anticipated raffle will start April 29 until May 8. There will be a drawing May 9.

Many local businesses have made generous donations!

Informal Discussion for Items not Anticipated:

Karen will pick up two \$40.00 gift certificates and cards for Dede and Cara from Paper and String Books and bring to May meeting for everyone to sign.

Meeting Adjourned: 7:54pm

Next Meeting: May 9, 2024 at 5:30pm for Annual Review. Followed by regular Trustees monthly meeting at 6:30pm