

Hamilton-Wenham Public Library

MINUTES from the Board of Trustees- May 9, 2024

Annual Director Evaluation Discussion and Report Preparation

Present: MJ Brown, Jane Kusel, Karen Bebergal, Bethany Yu, Denise Bisallion, Grace Meo

Meeting opened: 5:40pm

Meeting ended: 6:30pm

We discussed various components of the evaluation process, led by MJ. We will meet at 5:30 on June 13th prior to our regular meeting to continue the review process.

Regular Monthly Trustees Meeting

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

Meeting opened: 6:35pm

Minutes from April 24, 2024 unanimously approved Statistics/Financials/Directors

Report:

Budget:

The final date for staff collections is May 13, 2024.

Overtime was paid for the new fiscal year.

HVAC capital project estimates have been coming in high. We need new duct work and updated electrical on both units. The units are 24 years old. Kim will speak with Mike Hrdy (Wenham Facilities Manager) and Steve Poulos (Wenham TA) to discuss what the best plan would be moving forward.

Building:

Mike will be turning the heat off second or third week in May. Kim will delay using the AC as long as possible in order to conserve funds.

Kim had two quotes to power wash the granite post fence and granite posts for sign. Both came in around \$800.00. Kim has scheduled Benjamin Pro Power Washing for June 3rd weather permitting.

Personnel:

Kim has appointments set up with staff to review their goals from FY24 and to set up new goals for Fy25.

Technology:

Kim has been working with Christine Letterman to finalize the landing page for the Wi-Fi sign in in the portal. Patrons will be required to click onto a box to agree to the computer use policy. This will also keep track of usage.

MVLC:

Kim will attend the year end meeting in Tewksbury. The executive board will continue to meet monthly throughout the summer.

Other:

The library will be closed on Thursday, May 16, for a staff training day. Some great rograms on the agenda for the staff that day, including a training with Liane Ellis (Consultant and Librarian)

Comic Con is scheduled for Saturday, June 8. Lindley is working hard to make it as successful as last year! Staff will also be doing a story walk for the Pride Picnic at Patton Park Sunday, June 9!

Kim will be working with Jane to go over the staff handbook to make any necessary updates. They hope to complete by early July.

Trustees unanimously voted to close the library Monday, September 9, 2024 from 10am to 1pm for staff training. Trustees will visit for in the morning to become acquainted with staff. We will bring coffee and treats.

We reviewed The Memorandum of Understanding draft usage policy of the meeting room for Hamilton meetings while Hamilton Town Hall is closed. It was suggested that a bullet point be added that the Town of Hamilton would be responsible for any equipment that might be damaged during the use of the room. MJ will take the policy to Joe Domelowicz (Hamilton Town Manager) in case he has something to add, including Liability Insurance.

It was suggested to have a timeline of library policies to amend and update.

Old Business:

The trustees looked at an image of the beautiful new sign that is in production. There will be solar lights added as well. Kim has the building permit. Hopefully construction will start sometime in June.

New Business:

We reviewed a draft of The Local History Collection Development Policy.

After our meeting Kim took us on a brief tour of the closed stacks!

Friends Report: Nothing to report

Informal Discussion for Items Not Anticipated:

Microphones are working, but a new system is necessary for better audio quality.

Meeting Adjourned: 7:27pm

Next Annual Director Review Meeting: June 13, 2024 at 5:30 Next

Regular Monthly Trustees Meeting: June 13, 2024 at 6:30

The June meeting is our last monthly meeting until September.

Please note: Trustees should bring Trustee Handbook Binders to the June meeting so that Kim can update them over the summer.