

Hamilton-Wenham Public Library

MINUTES from The Board of Trustees-June 13, 2024

Annual Director Evaluation Discussion

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

Meeting opened: 5:40

Meeting ended: 6:42

MJ led our discussion through this process. Both MJ and Bethany will to present Kim.

Regular Monthly Trustees Meeting

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

Meeting opened: 6:45

Minutes from May 9, 2024 accepted unanimously.

Financials/Statistics/Directors Report Budget:

FY24 is ending with almost every line item spent. The utilities line was over. Kim spoke to Jeff Soulard (Wenham Finance Director) and he is planning on taking the overage amount from the reserve account for the town.

Kim has been using some of the funds from trust funds accounts in order to meet the materials spending requirement.

The bid for the HVAC project should be going out this week. The estimate for this project has come in higher than we had planned to spend.

Building:

The AC has been turned on. There has been an issue with it coming up to temperature on the second floor. Mike Hrdy(Wenham Facilities Manager) has been working with Johnson Controls. We are hoping it was resolved, as it seems to be working fine at present.

The new library sign was installed. The Trustees were all in agreement that it looked beautiful! Solar spotlight will be added to provide evening light.

The power washing on the granite posts was done on June 3.

Personnel:

Kim met with each staff member to go over FY24 and FY25 goals. Kim reported that it was an excellent job by all and very inspiring!

Technology:

Windows 10 is to be retired and Windows 11 should be installed by October 2025.

Kim is working out a plan with Christine Letterman (Equitous)

Kim has signed an FY25 contract with Christine for the IT maintenance/management.

MVLC:

The new assessment formula for member libraries was approved at the may membership meeting. Every member library should see a 1% increase every year. Effective FY26.

Other:

The Friends voted at their May meeting to increase library programming budget by \$3000.

Kim has been working with Wenham Town Hall to get all of the fiscal year tasks completed.

Kim will be doing her ARIS (Annual Report Information Survey) training on June 24. The report opens on July 1 and is due by August 16.

Kim will be attending the Association for Rural and Small Libraries conference in Springfield September 11- 14 after having received a \$1200 scholarship. The Trustees meeting will take place on September 5 instead of September 12.

There is a new bar code at the library. This will help with the replacement of barcodes on books. It will also be useful for replacing older cards that are worn and for patrons with ecards that would also like a physical card for those that are nostalgic!

The Friends will have their Children's Book Sale on June 26 from 12-5 in the children's activity room. This particular sale has not been successful, and there has been an ongoing discussion about whether or not to continue with it in the future. It was suggested that it be incorporated into the regular book sale events...perhaps it could be held an hour earlier.

Kim will take her summer vacations on June 19-23, July 6-13, August 16-23.

A lot of summer projects coming up. One will include going through the Local History Collection.

Old Business:

Trustees voted to accept the Local History Collection Development policy **New**

Business:

The sound system tech will inspect the system to possibly improve the sound.

Books Bite Program was presented to the Trustees! Patrons can return chewed up books by their pets along with photos, and will be eligible to have replacement fees waived.

Reports From Staff:

Lots of wonderful reading programs are in store!

Children's Room patrons have been enjoying the cozy, quiet corner!

Friends Report:

Bethany reported that the Friends elected a new slate of officers, with Sheila Lang as President. \$1900. was raised in the Gift Basket Raffle held in April.

Meeting ended: 8:10pm

Next meeting: September 5, 2024 at 6:30