

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-September 14, 2023

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

Meeting opened: 6:39 pm **Minutes from June 8, 2023** unanimously accepted

STATISTICS/FINANCIALS/DIRECTOR'S REPORT:

Budget/financials: As the FY'23 closes the elevator and gas expenses are over what was expected, so we used salary money to cover this. We are on track for FY'24.

The \$62,111 in TECH is really our MVLC fee, not other tech. \$6,000 is remaining in TECH spending. Possibly there should be a separate line item for MVLC.

Still waiting for FY'25 budget info.

Building: Elevator test went well.

The right front door needs repairs costing \$2200, and there is a 4-6 week wait for parts. HVAC issue from June continues. Kim is working with our MVLC internet connection and the town to find a solution.

A power outage/surge caused AC to stop, and now has to be turned on/off manually. Mike has ordered an HVAC part to help repair some damage to the HVAC unit.

Roof has been dry with summer rain. Staff will monitor leaks with upcoming Hurricane Lee.

Personnel: New PT circulation employee Ashley Viator began mid August. Still trying to hire sub/ Saturday staff.

A grievance hearing about holiday PT pay has been scheduled for December. Concerns: no holiday pay if one works under 20 hours/wk.

Technology: Regarding our FY'23 capital project to upgrade WIFI and switches, most of the equipment is here. The work should be done in October.

Children's Room computers are ready to be deployed. 3D printers are up and running. Lindley Valcarcel is making sample designs and working with patrons.

MVLC: E-card program has launched. E-card can be connected to a physical card. This MVLC E-Card will grant immediate access to many electronic resources.

Other: Wenham finance director Yeimi Colon left midsummer, and there is an interim finance director. Hamilton town offices are moving to Patton Homestead and are asking to use our large meeting room. Town Hall staff will be trained to close the building when meetings end after Library closing time. Bill Melville from HWCAM is working to reestablish the connection to record and broadcast from that space.

Kim is getting three quotes for our security cameras and key fob system.

Kim is working with Citron Hygiene to install new dispensers for women's hygiene supplies in the bathrooms. The cost is about \$150/month for maintenance/supplies, and this will be a free service to patrons.

We've requested that the Girl Scout troop leaders book only the large meeting room for future meetings. They are restricted to booking a month in advance according to our policy.

Hamilton published a draft document of the ADA building audits; our Library did well, and Kim will look into a few suggestions as part of future capital improvements.

Christi Farrer from the MLS (Mass Library System) visited to discuss our LSTA grant. MLS will do a webinar and/or conference presentation on access for all and libraries and has asked Kim to participate.

We are working on year two of our LSTA grant. Staff involved with the grant project will meet on September 26. Hamilton's part in the program has not begun because Hamilton has no van for

deliveries. There was a discussion on how to vet drivers; we might learn from other libraries how this can be handled if we use volunteers' cars for delivery of books/materials to homebound patrons.

Jesse Palm, the regional social worker who began in August, is offering office hours twice monthly at the Library. She is working out of the Phoenix Room and her schedule is on our calendar.

Kim has a vacation September 15-22.

On Monday, October 2, from 1-4:30pm, the Library will host a 'Read-In', a state-wide initiative during Banned Books Week.

The League of Women Voters is running a monthly Speaker Series. The first is on September 28 and is titled Civics 101.

Aris and Financial Reports are completed; they are connected to obtaining our state aide.

Reports from Staff:

Jessica Furtado (Adult Services)

The fall programming lineup is great: Glass Paint Night, Craft 'n Chat, Other Worldly Thursdays to name a few events. Watch, too, for a hula hoop class.

Dede McManus (Circulation)

September is Library card sign-up month. Mass Center for the Book challenge continues. Hispanic Awareness Month books are on display. Book clubs are in full swing. Check the calendar.

New Business:

FY'24 trustee meeting dates are in our binders.

Late opening, (closed 9-1 and open 1-5) for Staff Training October 23, was unanimously accepted in a trustee vote. The training will be about Disability and Inclusion. We might invite Ipswich Library staff to help share the speaker's cost.

Review of draft Strategic Plan: All trustees discussed/clarified Kim's comprehensive draft of our Strategic Plan page by page. Kim will present a final document for a vote at the October meeting.

Friends Report: Dede Johnson (substitute liaison) reported:

Per Rosemary Hewitt the membership stands at 205 with \$607 in membership collected in 2023.

Per Heidi Chisholm the profit from the June Children's Book Sale in 2023 was \$607 and in 2022 it was \$221. The September 2023 book sale is from September 22 - 26.

Headed up by Denise Basillon and Esme Flynn, the Friends are exploring how to invite new board members and deciding at how many board members makes a group which can have diverse talents and still work well. The Friends discussed what future fund raising methods might look like: mystery dinner, author talks, raffles, Books in Bloom.

Informal Discussion Not Anticipated:

MJ Brown explained an act regarding free expression, initiated by the Cape and Islands, updating ALA to include inclusion. In order to view and follow MA state legislation: go to the MA state government website and create an account.

Meeting ended: 8:23 pm

Next Meeting: October 12, 2023-6:30pm