

Hamilton-Wenham Public Library

Minutes from The Board of Trustees – September 5, 2024

Present: MJ Brown, Karen Bebergal, Bethany Yu, Denise Bisailon, Grace Meo, Director: Kim Butler

Absent: Jane Kusel

Meeting opened: 6:32pm

Minutes for June 13, 2024: accepted unanimously **Financials/Directors**

Report:

Budget:

Kim handed out copies of FY24 State Aid Journal.

Heat and gas were the biggest expenditures.

Kim has not heard anything yet regarding the FY26 budget planning. FinCom may be going through some reconstruction.

The bid for the HVAC Capital Project came back, we had hoped to replace two of the rooftop condensers, but the bid came in very high, so only one will be replaced. Kim will work with Mike Hrdy (Wenham Facilities Manager) to come up with a plan to ask for capital money to replace the remaining two in future fiscal years. ATCO has been rewarded the job.

No time frame yet.

Building:

No problems to report with the AC this summer.

Kim is still waiting to hear back from Hamilton DPW regarding help with cutting back the tree at the back of the parking lot. It has been a month-still no response. There are two dead trees that need to be looked at, waiting for a response on this matter as well.

The exterior painting project will not go out for bid until there is a date set for the HVAC work.

The annual state elevator inspection and fire alarm test will take place on Wednesday, September 25. It happens to fall on the same day as the breakdown of the sale, the Friends were made aware, patrons were also made aware via social media and email.

Personnel:

Assistant Library Director Jane Wolff and Library Assistant Viktoria Paget have left their positions at the library, and Allison Balcomb resigned on July 23.

Grace Bigus has been hired as a library assistant. She has been fitting in very well. Grace hopes to pursue her MLS.

Brady Elliot was hired to fill the Saturday/substitute library assistant position. He started training on August 27.

Angelina Miller was hired as the new Assistant Library Director. She was the Library Director at the Boxford library, and was also Head of Reference at the Peabody Institute in Danvers.

Her first day will be on September 23. The Trustees are very much looking forward to meeting Angelina. Hopefully at the October monthly meeting.

A few staff members have graciously contributed extra time to help out with coverage due to scheduled vacations and a slight Covid rise.

Technology:

There was a purchase of two new staff computers and a new laptop for Kim to replace one from 2012. Kim is working on a plan with Christine Letterman (Equitous IT) to start replacing some of the public computers on the second floor. They are starting to show their age and there is a concern about their ability to upgrade to Windows 11. Hope to start replacing these after the first State Aid payment is received, which is usually October or November.

MVLC:

Overdrive Advantage Plus went live on July 1.

Other:

The Friends of The Library Book Sale will start with Members Night on Friday, September 20, and will end Tuesday September 24.

Kim plans to present a budget request to the Friends for our Community Wide Read event, which will take place from March to May 2025.

The library will be closed Monday, September 9 from 10-1 for staff training. We will be hosting Christi Farrar from Mass Library System. The topic will be: Teen behavior and Library Staff. The Trustees will come prior to the talk with refreshments in order to spend time getting to know staff!

Kim will be attending the Association for Rural and Small Libraries conference in Springfield, MA from September 11-13. Kim received a scholarship to attend. There are some good speakers planned!

Kim was selected to speak at the New England Library Association Conference in Portland, ME from October 20-22. Kim's presentation will be on Quiet Leadership.

Kim will be away from September 26-October 1.

Reports from Staff:

Jessica (Adult Services) 90 Adult patrons registered for Summer Reading programs.

Well attended programs were concerts and the Bath Potions Workshop. Many programs to look forward to coming up!

Lorraine (Children's Room) Closing out an extensive summer reading program! Looking forward to a full fall program schedule!

Old Business:

Kim submitted ARIS (Annual Report Information Survey) to the state.

The Financial report will be submitted this week.

New Business:

Trustees reviewed FY25 meeting dates.

Friend Report:

Denise Bisaillon (filled in for Bethany Yu) reported 189 members 40 of which are new. The Friends continued their discussion of possibly letting go of the Youth Book Sale.

CD's will be eliminated from future book sales.

A new board member for the Friends was voted in.

Meeting Ended: 7:40pm

Next Meeting: October 10, 2024 at 6:30pm

