

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-May 11, 2023

ANNUAL DIRECTOR EVALUATION DISCUSSION AND REPORT PREPARATION

Present: MJ Brown, Dede Johnson, Cara Fauci, Karen Bebergal, Bethany Yu

Absent: Jane Kusel

Meeting opened: 5:40pm

Meeting ended: 6:40pm

MJ led our discussion step-by-step through the evaluation document. MJ agreed to draft the final Google doc. Dede will help proof it and both will present to Kim.

REGULAR MONTHLY TRUSTEES MEETING

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

Absent: Jane Kusel

Meeting opened: 6:45pm

Minutes from April 13, 2023 were unanimously approved

Statistics/Financials/Director's Report:

Budget: Materials expenditure will meet State Aid requirement. All orders will be in by May 15, and the shipping will stop on June 1 to insure invoices can be paid before June 30. Any remaining materials funds will be spent on Overdrive content.

We are still adjusting to our utility bill changes since the solar panels were installed. Vicky Masone will help us understand the costs. We have received four months of bills so far from Solect. Kim has told the Town Administrator Steve Poulos that we might overspend our Utilities line item as well as the Buildings and Grounds line item (flat roof repair).

Building: All bathroom plumbing (23 years old) issues are fixed.

AC is usually turned on in early June; Mike is deciding the date to turn off the heat based on the weather.

Personnel: Jane and Kim have interviewed 4 Adult Services candidates and will make an offer soon.

Three PT staff have resigned this month: Linda Platt (Circulation and Children's), Tori Scholtz, (Circulation), and Alyssa Mostyn (Saturdays). More interviews to come this week.

Trustees discussed solutions that could decrease staff turnover. We agreed to explore this topic and possible fixes in FY'25.

Technology:

Contracts for the FY'23 capital technology project were signed. Christine Letterman (Equitous) is ordering all equipment needed to get the project started. We are renewing her ongoing operational support contract for FY'24.

We have ordered 4 new public computers and 1 new staff computer for the Children's Room using the Reinhalter Family gift.

MVLC:

The Legacy OverDrive app for iOS, Android, and Windows was discontinued on May 1. An upgrade to Libby will allow patron access. Lots of info on this change has been on signs and over social media.

OverDrive's next Big Library Read kicked off on May 3 with Tastes Like War, a hybrid memoir and sociological investigation by Grace M. Cho. It will be available for unlimited simultaneous use in ebook and audiobook formats on Libby and the MVLC OverDrive website from May 3-17.

Other:

The union contract was ratified by library staff last week. Additional language around holidays (Veterans Day/Christmas when falling on a certain day) cleared up confusion.

Kim recently met with the Wenham TA and Assistant TA regarding the HVAC procurement process. She plans to coordinate our new security cameras and locks with the Hamilton Police Department to assure we are on the same page.

National Library Week's Spirit Week was a huge success showing staff and patron enthusiasm and getting favorable coverage on social media.

The Friends Annual Meeting at the end of April was a big success. About 60 people attended and enjoyed author Ann Hood's engaging presentation.

The Volunteer Appreciation event was on May 1 and had low attendance; next year we will explore ways to increase interest. We have 25-30 volunteers.

Our public survey for the strategic plan closed on May 5 with 312 people taking part. Now Kim will begin compiling data and writing goals.

Jane and Kim attended the MLA (Mass Library Association) conference in Falmouth this week. Some sessions they found interesting: Inclusive Library Buildings, Staff Engagement, Programming for New Demographics, Wellness and Leadership, Building a Library Website, and Planning a ComiCon.

Kim will be working from home on May 12 to complete staff evaluations which are scheduled for May 31 and June 1.

The next staff training day is on May 18. They will work on strategic planning and bystander training (Sharon Schiffer.)

Friends Report: Liaison Karen Bebergal reported that there are now 200 members, including 44 new. The March book sale profit was \$5500, back to the average pre-pandemic. Two upcoming book sales: Youth Book Sale on June 28 from 11am-5pm and a September 23-26 sale for all readers.

Old Business: The 3D Printer Policy was unanimously accepted with changes as discussed.

Informal Discussion Not Anticipated: In response to a question about how the Library participates during Pride Month (June), Kim explained there will be book displays.

Meeting ended: 7:47pm

Next Meeting: June 8, 2023 6:30pm The June meeting is our last monthly meeting until September.