

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-November 10, 2022

Present:Dorothy Goudie, Dede Johnson, MJ Brown, Cara Fauci, Jane Kusel, Director Kim Butler
Absent: Karen Bebergal

Meeting opened: 6:35pm in person

Minutes from October 13, 2022 was unanimously accepted by the trustees

Financials/Statistics/Director's Report:

LSTA grant update: November 7 staff meeting for dementia training. We have received the money for the LSTA (Library Services and Technology Act) grant. A November 9 meeting about our Access for All program. Home delivery will be up and running the first full week of January. We are working with Wenham's COA director Jim Reynolds. Lindsay Slater (Adult Services) is working on programs related to the grant theme.

Budget: Kim met with Wenham Town Administrator Steve Poulos and Finance Director/Town Accountant Yeimi Colon who responded well to Kim's FY'24 budget. Because of unexpected increased costs in products, services, and added shipping fuel charges that will impact our spending for the rest of FY'23, Steve and Yeimi asked Kim to redo the budget to reflect the 75% increase in gas prices. We were in the first group to receive a partial state aide amount (\$15,644), with the remaining expected next spring.

Building: On Tuesday, November 1 our solar company connected the new solar panels to the building's electrical panel. Their predicted time for the project was much shorter than the actual time it took, and the library had to be closed longer than scheduled. Kim wrote to the company and Vicky Masone at Wenham Town Hall to express her frustration. The solar company still must schedule National Grid and inspectors to visit.

Personnel: All personnel are doing great; wonderful news!

Technology: The final changeover from the old server to the new server went seamlessly. Kim has bought two new hotspots for patron circulation, due to be available by the end of November. That will make four library-owned units. They are very popular, and we no longer have the grant-funded hotspots.

MVLC: In mid October the Executive Committee discussed the FY'24 MVLC proposed budget, and there was a vote to have the executive director make some revisions to the budget. It will be finalized in mid November after more discussion and a vote at the membership meeting. A salary increase of 6% was accepted by vote.

OverDrive kicks off a Big Library Read on November 2. This program runs quarterly. [A Snake Falls to Earth](#) is the title which will be available for simultaneous use in eBook and audiobook formats on Libby and the MVLC OverDrive website from November 2-16. Kim will be the executive liaison between the collection development user group and the MVLC. They have not met since 2018 and are working on creating a new mission for the group.

Other: The Friends approved the purchase of a new display board which is up and running near the stairway. It is run as a PowerPoint slideshow and will advertise library programs/services. Also approved by the Friends were a 3D printer and a museum pass to the newly opened North Shore Children's Museum in Peabody. The pass gives a family of five 50% off the entry price.

Wenham Department Heads are meeting again-the third Wednesday of the month at 10am.

Contract negotiations with the library staff AFSCME (American Federation of State, County & Municipal Employees) union have been scheduled as their contract expires at the end of FY'23. Kim, the Wenham Town Administrator Steve Poulos, Assistant Town Administrator Joseph Pessimato, and the Finance Director/Town Accountant Yeimi Colon will attend three of their November meetings. Christine Letterman (Equitous) and Kim will meet with MVLC in mid November to begin the cyber security audit of the library.

The November front vestibule display features Veterans Day.

Holiday hours: closed Friday, November 11 for Veterans Day, but open November 12. Closing early on Wednesday, November 23 at 5pm and closed Thursday, November 24 and Friday November 25 in observance of Thanksgiving Day. Open again on November 26.

Some library programs are not seeing the desired attendance; one solution might be to require registration for attendees which would set up a reminder to be sent.

MJ shared a LWV of H-W event at the Community House in January on volunteering. "Match Energy and Opportunity."

Reports from Staff:

Dede McManus (Circulation):

Dementia Kits for the new Access for All program will need space for display, so there are several changes in furniture arrangement.

Lindsey loaned her father's hat and shirt for the Veterans Day display. Other displays: books about and by Native Americans; books with villain protagonists.

Friends Report: Cara Fauci (Friends Liaison) reported that membership is 282 with \$9090 collected. Some on the board are attending United for Libraries webinars to learn of new fund raising ideas. The group is discussing changing the member count of their board. The September book sale brought in \$3910 and the ongoing sale cart area brought in \$258 in September. The book sale committee is looking for strong volunteers to work future sales. Cara pointed out that some libraries share museum passes with patrons only if they are Friends members, thus increasing membership in our Friends group.

New Business:

Kim received news of an \$18,000 gift to our library in the form of a charitable trust (cash and stocks), a gift from Edmond and Mary Reinhalter at the time of Mary's passing in August 2022. Ten percent of the trust was specified for the Children's Room. Mrs. Reinhalter founded the Friends of the library, was a trustees board member, and worked on many library projects. The Trustees voted unanimously to accept the gift. The Wenham Select Board members will need to accept the gift through a vote; in addition, the board will research more about accepting a gift that includes stocks. Lorraine Der (Children's Room) will develop a plan to spend the gift in the best way to honor this generous gift and giver.

Meeting adjourned: 7:40pm

Next Meeting: December 8, 2022 in person