

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-October 13, 2022

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

Meeting opened: 6:40pm in person

Minutes from September 15, 2022 was unanimously accepted by the trustees

Financials/Statistics/Director's Report:

Budget: Kim explained and answered questions on the monthly budget as well as about the FY'24 proposed budget which shows an increase of 1.5% over FY'23. The Trustees voted unanimously to accept the proposed FY'24 budget as presented by Kim to the Wenham Select Board.

Building: The library will share the roof leak repair cost of \$1,885 with the solar company (Solect) making our share about \$900. The elevator failed inspection due to an updated code. Its repair cost of \$5000 can be covered by multiple line items of the budget. The solar installation is going well. Repairs and installations by Mike Hrdy: front door lock, stairway railing, people counter, and parking lot light timer. Heat was turned on as of 10/13/22.

Personnel: All personnel are settling in well. They are taking part in the classification and compensation study by the Town of Wenham as part of their union contract negotiations. After a job questionnaire the independent consultant will interview everyone. This is hoped to be done this fall in order to set wages for the FY'24 budget. We hope to put Monday nights back on the schedule as of January 2023.

Technology: Kim, Christine Letterman from Equitous, and Lindley Valcarcel met to go over all library technology, and some procedures were revised in regard to reporting technology issues.

MVLC: Our website reflects, as of September 30, that all links with O'Reilly (Safari books) have been removed as MVLC did not renew the subscription for a price of \$6000. The books included in this change are all ebooks, self-help and tech

programming books. MVLC will work with libraries to conduct a cybersecurity audit, evaluating their current systems and practices. Our assessment meeting with MVLC is on November, and Christine Letterman and Kim will attend the meeting. MVLC voted to change the expired card language notification. They also voted to add a pronoun-free text field to the patron registration process. All of our social media accounts are back on track. A new subscription to Hoot Suite will manage many accounts in one place and schedule and send posts. Both Lindsay Slater and Lindley Valcarcel are managing the library social media accounts. Lindsay Slater has taken over the library electronic newsletter after a month of working/training with Kim. Kim has presented the library ARPA (American Rescue Plan Act) funding requests to the Wenham Select Board on October 3. The board will ask for resident input via SurveyMonkey to prioritize the requested items before announcing their decision. Kim will ask the Friends at their 10/18 meeting to fund a few small capital items which were delayed due to Covid. Included are: a digital display board, a 3D printer, and a museum pass subscription to the new North Shore Children's Museum in Peabody. Total ask is \$1500-2000.

Reports from Staff:

Lorraine (Children's)

Many programs: pumpkin contest activities, comic workshop, Young Writers Story Contest, Music for the Bliss, Legos led by Tori, Martha's first story program, Julie's TEAM programs called Full Steam Ahead.

Lorraine has applied for an LLC (Local Cultural Council) grant for Li Liu, a Chinese Acrobat, for February vacation.

Lindsay Slater (Adult Services)

September saw two local author programs.

The Gravestone Girls was on October 6, and it focused on the history and evolution of the cemetery.

***The program hosted by the League of Women Voters of Hamilton-Wenham, is "The Haverston Mills Town Meeting" on October 20. Also in October is an informative program entitled, "Talking About Death Won't Kill You-A Discussion of End of Life Options." This is hosted by Susan Wisser, RN.

***Trustee MJ Brown updated our group with the news that this program is indefinitely postponed.

Other: Kim and Emily Grimes continue to work on the new seed library which will begin in early 2023. It will be run mostly by volunteers. Hot spot lending has been popular, and Kim and Lindley Valcarcel are working to increase the number of units we own, especially since the MBLC has ended its lending program.

Friends Report:

Jara reported that there was no September Friends meeting because of the Book Sale. In preparation for the March 2023 Book Sale the Friends have opened book donations again Mondays from 10:30-4:00.

New Business: Kim presented the Capital Improvement Program Detail Sheet. This includes carpet replacement; HVAC; access control and security cameras; exterior/interior painting; fence and storage shed replacement. The Select Board makes final decisions about which projects will be funded.

Trustees unanimously accepted the new Home Delivery Policy. Kim gave details about the new LSTA (Library Services and Technology Act) Access for All program which will begin first in Wenham in January and expand to include Hamilton next summer. There will be an October 19 meeting to discuss how the project will be run. Some features of this important project are Memory Kits which trigger conversation and memories. Kim and Katie Bourque will put these together. They include a guidebook and are offered to patrons with memory loss. Memory Cafes will meet at our library and include themes around art, music, and crafts. There will also be assistive technology like enlargers and magnifiers. The Board of Library Commissioners provides an advisor to the program. Jara reminded the library to watch for conflicts within the community when scheduling the Memory Cafes. Kim reported there are about 15% of our population dealing with memory issues, and the homebound and elderly living alone populations are even higher.

Meeting adjourned: 8:05pm

Next Meeting: November 10, 2022, 6:30pm in person