

Hamilton-Wenham Public Library
MINUTES from the Board of Trustees-September 15, 2022
(Pushed ahead a week from 9/8/22 because of expected lack of quorum)

Meeting opened-6:30pm

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

Absent: MJ Brown

Margaret Hoffman from Wenham Town Hall had hoped to attend this meeting; she will reschedule to present information on the Wenham Master Plan.

Minutes: June 9, 2022 was unanimously accepted by the trustees

Financials/Statistics/Director's Report:

Budget:

Spending is on track and Kim has taken over processing of invoices from recently-retired Karen D'Ambrosia and will continue for the time being.

FY'24 budget will need a trustees vote, possibly before our October meeting. Saturday, December 10, is the big budget hearing tentative date with the Select Board and Finance Committee.

Building:

Leak fixed in flat roof over 2nd-floor ladies' room. Cause was an old hole and new hole made by solar company who Kim feels will pay for the repair. Vicky Masone at Town Hall will advise.

Cleaning company washed/waxed floors in Childrens' activity room, staff room, back hall and even washed in/out windows.

All went fine with a routine September 24 elevator inspection.

Personnel:

Our new hires are doing great!

Kati Bourque was our Adult Services Librarian and is now Head of Technical Services (Lewis Parsons' job) as of July.

Lindsay Slater is our new Adult Services Librarian as of July 18. She has a strong archives and genealogy background.

Lindley Valcarcel is our new Reference & Technology Librarian as of August 22.

Martha Morgan is our new PT Children's Assistant as of September 7.

Tori Scholtz is our new PT Library Assistant.

Anne Harrahan, our Saturday Circulation Library Assistant, has resigned as of September 24

Alyssa Mostyn was hired as our Saturday/on call Library Assistant as of September 27.

Technology:

Kim Butler and Lindley Valcarcel, Reference & Technology Librarian, are beginning to research costs for a 3D printer replacement. Other projects Lindley is tackling are computer inventory and reorganizing the technology closet storage area. Lindley is offering drop-in tech help for patrons on Mondays 10-noon and on Tuesdays 5:30-7:30. Christine Letterman from Equitous is getting new public computers ready for use.

MVLC:

Overdrive merged with Canopy.

Library Directors will vote on September 20 about the implementation for patrons to select their pronouns during library card registration. Roll out will be in October.

OTHER:

The Wenham Town Administrator, Steve Poulos, wants the library to receive ARPA (American Rescue Plan Act) funds to completely replace our struggling, old HVAC system. The Select Board and the Finance Committee will determine how those funds will be distributed.

Staff changes in regard to ordering collections for FY'23:

Jane Wolff-fiction; Kim Butler-non-fiction; Kati Bourque-DVD's and music CD's (this month); Dede McManus-large print, audiobooks, graphic novels

FRIENDS REPORT:

by Dede Johnson and Cara Fauci

Membership:

Friends have 266 members, including 82 new members.

Membership funds equal \$9015.

Book Fair:

September 16-20, with Membership Night on September 16.

Heidi Chisholm and Patricia Carli, co-chairs, report they have plenty of books, and Kim Butler will add more fiction titles culled from the library's collection. Publicity is key! An email has been sent to veteran volunteers and Friends members. Ralph Peterandal is placing the advertising banner in front of the Hamilton COA. Beth Myers has been busy with PR and recycling unwanted books from the donation days.

HW Community House sent a letter of information about donations needed to commemorate the 100th anniversary with a patio project. The Friends board voted not to donate as membership funds should be used for library-only projects.

Friends will no longer pay the annual price for the Standard Postal Permit as it is not cost effective considering a recently increased price.

Some Friends members have shown interest in knowing more about book banning in libraries and asked Kim for information.

Old Business ARIS and Financial Report Update: Due to a ransomware problem at the software company, this report deadline was delayed. We have met all of our financial and statistic requirements.

New Business:

Future 2022 and 2023 Trustee Meeting dates:

2022: 10/13, 11/10, 12/8

2023: 1/12, 2/9, 3/9, 4/13, 5/11, 6/8, 9/14, 10/12, 12/9

Late opening of the library was accepted unanimously by trustees to accommodate a staff training morning and lunch. This focuses on the Access for All grant, including dementia training co-led by Assistant Library Director Jane Wollff and Hamilton COA head Theresa Woodbury on November 7, 2022 from 9am-1pm

Proposed Non-Union Holiday Closings-trustees approved unanimously
5/27/23, 9/2/23, 11/22/23 (closing at 5pm)

Informal Discussion of topics not anticipated:

Kim brought up that there was an event about tarot card reading, run by Kim Claire (Young Adult Librarian) for teens and adults. A patron contacted Kim Butler with a negative opinion about this program citing that the teens "might go down the wrong path." Kim Butler explained that it was not offered as a religious program and thus far the patron has not taken the issue further.

Kim Butler is thinking of redoing the Book Challenge form.

Kim Butler plans to budget for and order more adult and teen video games. (No 'M' ratings) Josh Lear (Library Assistant-Circulation) has been helpful with a list of good titles.

Kim gave input, as a Wenham Department Head, for the Wenham Master Plan, via a survey and an interview by the consulting company over MicroSoft Teams. There has been a big increase in meeting space requests this summer and fall. The online software for reserving spaces is a big help.

LSTA grant money should come in soon. Kim will meet on September 19 with key staff who are related to the grant.

The library has a new Pitney Bowes postage machine, and this should save time and money.

REPORTS FROM STAFF:

Lorraine Der (Children's):

She provided summer reading stats and their fall brochure. Julie Neimann will be offering a new STEAM program for elementary-aged patrons.

There is a comic workshop in October and kid's concert in November.

Lorraine is working on a future Cultural Council grant and on block booking a February vacation performer.

Welcome Martha Morgan to the Children's Room.

Dede McManus (Circulation):

September is library card sign-up month. New card patrons get a tote bag and book sale coupon. New displays in the library by Viktoria Paget feature the fall season and Hispanic Awareness month. Also, there is a Back to School display.

Jane Wolff (Assistant Director):

Dementia Friends Initiative: This is a global movement helping people change their thinking about and acting toward dementia. There are information sessions one can attend and/or run. Jane is running a virtual information session. She is also part of the Action Team which includes many community members from the Councils on Aging and the Acord Food Panty. Jane will run an information session for library staff on November 7, 2022 as part of the LSTA "Access for All" grant recently awarded to our library. We hope these initiatives will help patrons with dementia feel more welcomed.

Meeting adjourned at 7:22pm Next meeting: October 13, 2022, 6:30 in person