

# Hamilton-Wenham Public Library

Minutes from The Board of Trustees – January 8, 2025

**Present:** MJ Brown, Jane Kussel, Denise Bisailon, Bethany Yu, Grace Meo

Director Kim Butler

**Absent:** Karen Bebergal

Meeting opened: 6:30 pm

## **Meet and Greet:**

Dede McManuas, Head of Circulation attended the Trustees meeting, noting that she has been on the Hamilton-Wenham Friend of Library for 5 - 6 years and in her current post for 4 years. She commented that Hamilton-Wenham “is a great library”. She discussed her positive relationship with other staff and her collaborative work with the staff.

## **Approval of minutes from December 11, 2025**

All in favor of approving the minutes.

An amendment on last month’s minutes: Denise attended the Friend’s meeting and noted that Kim Claire, Young Adult Librarian, is overseeing the 5th annual “Write the Hook” story writing contest for Teens in grades 6 to 12. Denise volunteered to be one of three judges for the contest. Contest winners will be announced in January 2026.

## **Director’s Report**

**Budget:** Kim stated that the budget is in good shape as we begin the new calendar year. However, Kim expressed some concern that the supply line is running lower than she would like. Apparently, 70% of the supply budget has been spent which most probably is related to the line item being \$1,000 lower than last year. As a result, Kim is putting a temporary freeze on ordering any unnecessary items.

**Building:** The engineering company we have been working with, B2Q, is in the process of scheduling a walk through in early January with the HVAC company to check on their progress. The company installing the new/upgraded controls system has also started work to install that. HVAC work will begin in the large meeting room on January 20 and the room will be closed through the month of February. Kim has purchased a water proof cover for the projector in the large meeting room that will be in place during construction.

The people/door counter on the front door was not working; however, it is now working.

**Personnel:** The town (Wenham) held their first meeting with the negotiators for the library AFSCME contract. The current contract expires on June 30, 2026. Kim noted that she hopes to agree to a contract by the end of February.

**Technology:** Patrick has instituted a new drop in program for patrons and is now actively working with patrons.

**MVLC:** MVLC has created custom “Value of Service” documents for each library in the event it’s needed to support increased funding from cities/town for consortia membership. Kim noted that funding to support this service is going down.

Kim will be attending a virtual round table meeting for library directors hosted by MVLC on January 14 to review demonstrations from each integrated library system vendor. Pricing considerations and feedback from other MVLC user groups will also be discussed.

Funds were approved to begin work to transition staff email services from Office 365/Outlook to Google/Gmail. The goal is to have this completed by August 2026.

**Other:** Wenham Finance Director, Jeff Soulard, has taken a new job with Massachusetts School Building Authority. His last day will be January 23. JefJeff has taken a job with the state.

The Library was closed on Saturday, December 27 as the parking lot was not cleared of snow and ice as of 9:00am. Wenham plow trucks came around 10:00 to clear the parking lot and sidewalks. Mike Hrdy was on vacation during this event. Kim discussed alternative plans with Mike about contingency plans when he is not available to clear the parking lot. It was agreed that the Danvers DPW should be contacted if Mike is not available. If there is a snow problem and there is no plowing, Kim will do a two-hour delay.

The regional social worker has changed her open office hours from Tuesdays to Thursdays. These are held every 2nd and 4th Thursday of the month from 11:00-2:00.

Kim is working with Dede (circulation) and Kati (cataloging) in order to integrate science fiction novels into the regular fiction collection. Kim believes that the reshelving and reorganizing of books will be more accessible for patrons.

### **Staff Updates:**

Jessica (Adult Services): Adult Services kicks off 2026 by collaborating with Children’s and YA to offer our all-ages Bundle Up with Books Winter Reading Challenge. This is the library’s second annual challenge, and the staff is looking forward to engaging patrons by encouraging them to participate in activities, attend programs, and request book bundles curated by library staff. In addition, we are offering several creative programs in January including a collage night, a winter book tasting, and a puzzle night for all ages.

### **Old Business**

#### a. Trust funds review

- Trust Fund Consolidation Plan - Kim has found documentation for all the trusts, except one (missing Frances Dolan Trust)
- Kim to draft a policy for spending the interests from the trusts. Kim will present a draft for the February meeting and she will follow-up with Wenham finance.
- Discussion of setting up a foundation to support the Library’s this foundation would be outside the library and the trustees and would be different than the Friends support.

#### b. Website project update

- Kim reached out to three companies to design a new website; she will decide which company offers the best service and most reasonable budget.
- Kim is hoping to get under a \$10,000 budget for the website design project. Compete Now and Renaissance came under \$10,000. Kim talked to Friends and they are excited about benefitting from the website project and Kim will ask for some funds from the Friends to support the website.

### **New Business**

Denise discussed screening of the documentary, The Librarians and figuring out how the Trustees can watch the screening.

Kim was asked by the Friends what the library is doing to celebrate the 25th anniversary. Kim will send a link to all the footage of the library ground breaking to the friends. At February meeting, we will spend time brainstorming ideas for the the library's involvement.

### **Friends Report**

### **Adjournment**

Next scheduled meeting Thursday, February 12, 2026