

## **Hamilton-Wenham Public Library**

### **Minutes from The Board of Trustees- October 9, 2025**

Present: MJ Brown, Karen Bebergal, Bethany Yu (left early), Denise Bisallion, Grace Meo,  
Director Kim Butler

Absent: Jane Kusel

Meeting opened: 6:34pm

Trustees voted to approve September Meeting.

#### **Budget:**

All HVAC project contracts are signed. We are still waiting to receive the project timeline from ATCO, the HVAC company.

Kim is waiting to receive an invoice for the painting project.

The elevator passed inspection on September 15.

There are a couple of doors that are not working properly, new hardware will be needed.

Mike Hrdy (Wenham Facilities Manager) will be working on getting quotes for the repairs that are needed for the doors.

Kim and Mike are working on the Capital Plan for FY27 and beyond.

#### **Personnel:**

Kim will coordinate interviews for applicants seeking the Reference and Technology Librarian position.

#### **Technology:**

Kim ordered two new staff computers from MVLC to replace older models that can't be upgraded to Windows 11 to Windows 11.

Christine Letterman (Equitous Technology) will upgrade all PCs.

The computer connected to the microfilm reader is no longer functioning. Kim is working with Christine to develop a solution that would eliminate the need to purchase a new one. A new microfilm machine could potentially start at \$8,000.00.

The 3D printer is out of order due to a clog. Kim has asked other librarians for assistance, and hopefully the issue may be resolved when the new technology librarian is hired.

**MVLC:**

MVLC has narrowed down the vendor selection for possible new Integrated Library Service (software). These finalists will be providing demos of their products throughout the fall, winter and spring. All items received by the library will be new.

**Other:**

Kim is working with Angelina and Sarah about getting a survey out to the staff and public for feedback on the current website. This will assist in establishing objectives for the new website. The survey will be sent out mid-month and close at the end of November.

Kati Bourque, Head of Technical Services, earned her master's degree. Kim is organizing a small gathering for Kati.

Kim will meet Angelina and Jessica to brainstorm ideas for the 250th anniversary of America celebration.

Peterson's Career and Test Prep will return to our database offerings. The state lost this database after federal funding ended. The library plans to test it for a year and evaluate the results based on the numbers.

Kim attended the Massachusetts Library Association's Advocacy Workshop in Worcester.

Kim will also attend the New England Library Association Conference at the end of the month in Newport, RI. Kim is looking forward to the programming and outreach topics.

**Reports From Staff:**

The first Good Neighbor Day was a great success! People of all ages attended. Kim and staff are exploring more ideas for community engagement.

Adult Services has some great programs in store for October!

**Old Business:**

No updates on IMLS or Massachusetts funding.

Discussion on the Board Financial Officer will continue.

**New Business:**

Edits were made by the Trustees to the Safe Child Policy. The policy will be reviewed at the November meeting.

**Friends Report:**

Fundraising strategies were discussed.

**Meeting ended:** 8:50pm

**Next meeting:** Thursday, November 13, 2025 at 6:30pm