

Hamilton-Wenham Public Library

Minutes from The Board of Trustees – November 13, 2025

Present: MJ Brown, Jane Kussel, Denise Bisailon, Director Kim Butler

Absent: Karen Bebergal, Bethany Yu, Grace Meo

Meeting opened: 6:30 pm

Trustees did not vote to approve October 9, 2025 meeting minutes due to the lack of quorum.

Staff Meet and Greet

Trustees met with Jessica Futtado, Adult Services Librarian who also serves as float staff. She does all the adult programming, social media, branding, the monthly newsletter, and intergenerational programming. She is also responsible for several community collaboration programs such as working with Accord food drive and organizing Good Neighbor Day.

Jessica described how she became interested in library work. She has been working at HWPL for the past 2 ½ years. MJ and other Trustees commented on the adult programming in superlative terms.

Director's Report and Financial Report

Budget: Kim stated that we are in good stead in terms of the budget. She reviewed the budget. State aide for FY2026 is level funded.

Kim has been working with both towns on the budget. She submitted her budget narrative to Hamilton. Once the numbers are finalized with the Wenham Finance Office, the budget numbers will be sent to Hamilton.

Building: Mike Hrdy (Wenham Facilities Manager) has fixed the lights in the parking lot and adjusted their timing to come on earlier. He also fixed loose banisters and rails on the second floor.

Personnel: A new Reference and Technology Librarian, Patrick Keller, has been hired. He will start on November 10. Michelle Carley, part-time Children's Librarian, gave her notice at the end of October. Her last day was November 1. The job was posted, and numerous applications have been received. Kim hopes to fill this position before Christmas.

Technology: All staff and public computers have been upgraded to Windows 11. Once Patrick is on board, Christine from Equitous will assist in familiarizing him on operations.

MVLC: MVLC selected three companies for possible new Integrated Library Service (software). Demos have started and Kim has attended all the demo sessions. Kim will ask staff to watch the recordings and access the demo versions from each company to help them in their decision process.

The FY27 MVLC budget was approved by the executive committee; the final vote by full membership will be in November. Due to new formulae, our membership assessment will be slightly reduced.

Other: Kim attended the New England Library Association Conference in Newport, RI. She reported that the conference sessions were excellent. In the new year, she hopes to implement some of the ideas presented at the conference.

The website survey will be completed at the end of November. Kim has reached out to three website development companies with a RFR on redesigning/redeveloping our current website. The deadline for the responses is Dec. 12.

Angelina has begun to offer notary services at the library. Patrons will need to make appointments with her.

Save-the-date: Friends of the Library Membership month event is Tuesday, January 6 at 6:00 pm. (Snow Day will be January 13, same time.) Featured speaker will be Taylor Bradford, the new editor of the HW News.

Staff holiday party will be held Dec. 15 at The Castle in Beverly. The Friends approved funding for the event.

Reports From Staff

Adult Services will be offering the annual ornament workshop with artist Tif Farmakis-Day. Also, Adult Services in collaboration with Children's will offer Coloring and Cocoa for All Ages program on Dec. 18 at 6:00 pm.

Old Business

The HVAC project will begin. It is hoped that the louder part of the project can be done when the library is closed. The meeting room will be shut down from January to the end of February. Kim has let both towns know about closing the meeting room. Both towns will fund the new system.

No updates on IMLS or Massachusetts funding.

Discussion on the Board Financial Officer will continue.

New Business

Due to a lack of quorum, the vote on the Safe Child Policy will be held in December.

Kim will meet with Wenham Finance to discuss the budget and capital review.

Friends Report

No report this month.

Meeting adjourned: 8:04 pm

Next Meeting: Thursday, December 11, 2025