

Hamilton-Wenham Public Library
Minutes from The Board of Trustees- March 8, 2025

Present: MJ Brown, Jane Kusel, Bethany Yu, Grace Meo
Director: Kim Butler

Absent: Karen Bebergal, Denise Bisailon

Meeting opened: 6:35pm

Minutes for February 13, 2025 - accepted unanimously.

Financial/Directors Report:

Budget:

Nothing outstanding about financial report, on track with the budget; all good for the state; looking good for utilities; minor state aid expenditures; on Monday, 5/11 Kim will place her last order; June 6th is the stop-ship date.

Building:

Report on the broken screen that happened in late April; Motor for the screen was not reparable; Bill Melville gave the library the screen from the town hall; cost will only be for the installation of the screen.

Recommendation: Board of Trustees send a thank you to the town hall; Kim to send ideas to MJ about the content of the thank you.

HVAC - aiming for Memorial Day for the HVAC turnover.

Wenham Select Board signed the contracts for the exterior painting.

Personnel:

Working with staff; Kim gave staff a 5-question questionnaire to see what the staff is working on. Will have an all the staff meetings at the end of May; Kim will address vacation carry over at the staff meeting.

Technology:

Due to a death in the family, the IT consultant is pausing on IT work; Kim will wait before moving ahead.

MVLC (Merrimack Valley Library Consortium):

MVLC is moving to its new location in Lawrence by memorial day. Given that the move will save MVLC money, the HW Library will also save money.

Other Updates:

- Community Read is going well; next week the final author for the Community Read will be at the library. Consider doing Community Read again in two years.

- Kim will miss the May Friends meeting because she will be off-site at a meeting.
- Kim met with the new director of the Wenham museum; went really well. Kim noted that the new director is expanding opportunities at the museum.
- Getting study rooms online and then to do a training with reference staff. Wondering if there is need for the Trustees to do some testing of the study room scheduling.
- School committee, planning board, and teacher will be reserving a meeting room.
- Whitney and Lorraine will be at the Pride Walk.
- Library will be closed on the 15th for staff training.
- April stats are very good; no concerns.
- Reference to email about blocking the IMLS budget.
- Level funding from the state; this will not make up funds that MVLC are losing from the federal government.
- Question: will Kim know the amount of funds that will be received from state and federal - Kim does not find out this info until summer. There are two payments: first payment September/October and the second payment March/April.
- MJ is going to a International Public Library funding conference in San Diego Jun 8 - 10.
- Denise and Kim "found review form templates" for Kim's yearly review. MJ will circulate the form on Google Share for the Trustees to review. At the next meeting on the 12th, the meeting will start one hour earlier to finalize Kim's review.
- Friends liaison from the Board of Trustees will be shared between Bethany and Grace. A motion was made to share this position, the motion was seconded and voted on unanimously.

Reports from Staff:

No reports

Old Business:

None

Friends Report:

No report.

Meeting ended: 7:35

Next Regular Trustees Meeting: June 12th, beginning at 5:30.