

Hamilton-Wenham Public Library

Minutes from The Board of Trustees-June 12, 2025

Annual Director Evaluation Discussion

Present: MJ Brown, Karen Bebergal, Bethany Yu, Denise Bisallion

Absent: Jane Kusel and Grace Meo

Meeting opened: 5:52pm

Meeting ended: 6:35

MJ led our discussion through this process.

Regular Monthly Trustees Meeting

Present: MJ Brown, Karen Bebergal, Bethany Yu, Denise Bisallion, Director Kim Butler

Absent: Jane Kusel and Grace Meo

Meeting opened: 6:50pm

Trustees will vote to approve May minutes at September meeting.

Financial/Director's Report Budget:

All FY25 line items are being disbursed.

Most collection funds have been spent, and a few trust fund and gift accounts will cover upcoming invoices.

Kim is working on the end of fiscal year close out tasks for Wenham.

The HVAC project continues to move slowly. The carrier is preparing to ship the new condensers-pending the approval of our engineering company. Kim is confident that everything is moving along well.

Building

Kim met with the painting company that was contracted to paint the exterior. A date has not been set at this time due to the rainy weather in May.

Poirier & Springer (HVAC Contractor) have completed the required work on the boiler. They replaced the starter and one of the pumps. The estimated cost is approximately \$6,000.00, which will be covered by operating funds and possibly supplemented by state aid.

It was a heavy month for state aid. Kim will present the final breakdown to the Trustees during the September meeting.

Mike Hrdy (Wenham Facilities Manager) turned off the heat and switched on the AC, which is working well so far.

The cleaners waxed and polished the Children's Activity room floor and deep-cleaned all bathroom floors. Deep cleaning once a year is ideal.

Personnel:

Staff Development Day went well. The AI training conducted by the Mass Library System was both informative and well received by the staff.

Trustees approved closing from 9am to 1pm (open 1–5pm) on Monday, September 15 for Staff Training Day.

Kim met with full- and part-time staff to review their FY25 goals and goals set for FY26.

Technology:

Two new circulation computers were installed, along with a new staff computer for Angelina.

Lindley is developing a plan to determine which computers are compatible with Windows11 upgrade.

The updated version of the app has been launched. These improvements benefit patrons and cost the library nothing.

MVLC:

MVLC has completed the move to Lawrence from North Andover.

The public catalog was updated in May. There is a bug with the updated version. MVLC is working with a vendor to resolve the issue.

Other:

The final event for the Community Read went very well! The room was full and well attended. The author sold out of books!

Kim was very pleased to have attended the Massachusetts Library Conference. There were informative programs, and the president of the Library Commission spoke.

The conference will be held in Danvers next year, and arrangements are being considered for Library staff to attend.

Kim received an email from a Salem News reporter requesting information about statewide database cuts. Kim linked the reporter to the MBLC statement.

The article was published on June 4.

Kim has signed up for her annual ARIS (Annual Report Information Survey) with the MBLC on June 16. The form opens July 1. ARIS is making changes to the form. Kim has registered for United for Libraries, a three-day virtual conference, and a two-day ALA webinar.

Kim's vacation dates: June 19-24, July 19-26, August 15-30.

Reports From Staff:

Jessica (Adult Services) has a wonderful line up of programs in store for the summer.

Kim is developing social media campaigns aimed at inspiring interest.

Dede (Circulation) has arranged a water bottle display. The goal is to reunite them to their owners.

A display of LGBTQ fiction is displayed on the round table in recognition of Pride Month.

Old Business:

Kim distributed a handout to the Trustees on updates about the current administration and federal library cuts.

This is an important item to remain on the agenda.

New Business:

Further discussion on assigning a Financial Officer to the Board. The board will appoint an Officer at the September meeting.

The Trustees reviewed FY26 Board meeting dates.

Friends Report:

The Friends are developing new fundraising ideas.

Bethany reported that she will be sharing the Liaison position with Trustee Grace Meo.

Informal Discussion for Items not Anticipated:

MJ shared her insightful visit to the San Diego Library.

Meeting ended: 7:50pm

Next Meeting: September 11, 2025 at 6:30pm