

## Hamilton-Wenham Public Library

### Minutes from The Board of Trustees- September 11, 2025

Present: Jane Kusel, Karen Bebergal, Denise Bisallion, Grave Meo, Director Kim Butler

Absent: MJ Brown, Bethany Yu

Meeting Opened: 6:34pm

Trustees voted to approve May and June minutes.

#### **Budget:**

FY26 budget is off to a good start.

Materials from Ingram, the main bookseller, are arriving faster. Kim has been more conservative with line-item spending.

Fourteen periodical subscriptions will be eliminated from the annual renewal.

USA Today will no longer be available.

Kim submitted a copy of the Budget for FY25 to the Trustees. A brief discussion was held regarding whether consortium fees and E-Content fees should have separate categories.

#### **Building:**

The exterior painting project was completed at the end of August, and it looks great!

Kim is in the process of obtaining contractual signatures from Wenham and the Select Board regarding the additional changes to the HVAC project. The project remains on track, but a start date has not been set.

Mike Hrdy (Wenham Facilities Manager) arranged to have the paint touched up in the Children's Activity Room this summer at no cost.

The state elevator inspection is set for Monday, September 15.

#### **Personnel:**

Christian, the Saturday assistant left his position in late June. Linda Thompson was hired to replace him. Linda will be the seventh person to hold the position in the last six years. This issue will be considered during the FY27 budget season.

Lindley (Reference and Technology Librarian) has given her notice. She will be taking a position in Peabody. Her last day will be September 27. She will be missed. Kim posted the position internally first.

### **Technology:**

All of the public printing has been switched to the new Vendor-Princh on August 11. New software has been installed on all of the public PC's. The new software lets patrons pay for printing with credit cards, Apple Pay, Google Pay, or cash. All of the proceeds will be deposited into the Gift account- this will help with the lease of the printer, software and paper. Great positive feedback so far!

The remainder of the public PC's that were purchased in the spring-are all running Windows11. Christine (Equitous Technology) will be in to review the upgrades.

Looking forward to the library website redesign as our next major technology project. Could be a year long process. Kim would like to organize a staff and public survey to collect ideas. The website does need to be updated.

### **MVLC:**

MVLC released its request for proposal (RFP) for a new integrated library system on June 30 and received notices of intent from five companies interested in submitting proposals.

### **Other:**

The ARIS statistical report was completed and submitted on August 4, and the State Aid/Financial report has been finished.

Online study room sign-up has begun successfully. Usage has increased.

Kim was interviewed by an HW News reporter about the library and specifically The Library of Things. Great exposure for library services!

Staff did some community outreach over the summer for Acord pantry.

The Friends fall book sale begins with Members Night on Friday evening, September 19, and continues Saturday, Monday, and Tuesday.

The library will be closed on Monday, September 15, for staff training.

Kim will attend the Library Advocacy Boot Camp on October 8 and the New England Library Association conference in Newport later in the month.

### **Reports From Staff:**

Adult Services has a lot in store for fall programs, including an event about backyard birding.

Good Neighbor Day is coming up in late September. This event is celebrated nationwide.

**Old Business:**

Monitoring IMLS funding updates.

**New Business:**

Kim will contact Wenham about appointing a Financial Officer to the Board. The discussion will continue at the Trustees October meeting.

**Friends Report:**

The Friends are reviewing plans for the library's 25th anniversary events. The Friends are also discussing fundraising for the Digitization project in connection with the anniversary.

**Meeting ended:** 7:50pm

**Next meeting:** Thursday, October 9, 2025 at 6:30pm

