

Minutes

Board of Trustees of the Williamsburg Libraries

5/16/2016

Present: Pat Billingsley, Cynthia Barker (recorder), Joan Coryat, Jon Gould, Rob Stinson

Guest: Kim Boas from the Green Task Force.

The meeting was called to order by Pat at 7:08.

- 1.) Minutes: The draft minutes of April 11, 2016 and April 25, 2016 were unanimously approved by the Board. Joan has sent out to all of us a list of missing minutes. Joan has been told by the town clerk that all minutes should be signed by the Chair. Pat will look into getting an electronic signature. Joan also learned that the Trustees are expected to maintain a complete file of minutes.
- 2.) LED lighting: Kim Boas presented a proposal to upgrade Meekins lighting with LED lights. The cost of the project can be paid from existing funds available to the Energy Committee. New LED lighting should last for 10 years, and offer enhanced energy efficiency. Rob moved and Joan seconded a motion that the Library Trustees endorse the project and recommend to the Energy Committee that the project order form be submitted to the Select Board for their approval. Unanimously approved.
- 3.) Director's Report(no formal report, as Katie is on vacation)
- 4.) Financial Reports: We expect to collect about \$20,000 from the annual campaign, exceeding our goal. Contributions are still being received. Budgeted income and expenses are still on target for the year. Some materials were purchased early to ensure that all will be received before we close the books on June 30.
- 5.) Old Business:
 - a. Capital planning requests: Pat presented summary of restoration project for the front step repairs. We may be able to secure grant funds for some of this. The one-page application looks simple and straightforward.
 - b. Annual planning calendar: This project is complete.
 - c. Foundation and endowment fund exploration: There was no update as Eileen was unable to attend meeting.
- 6.) New business
 - a. Town meeting on June 6: Pat will be prepared to present a library update. All trustees should plan to attend.
 - b. Gift certificate plans: The trustees wish to present a small gift to Nick for all of his help and support. Joan will follow up and help define an appropriate gift.
 - c. Future plans and goals of director, board, and friends: There appears to be a lack of clarity in communicating our needs/goals with the Friends. Pat is looking forward to a meeting with Becky Houlihan and Katie Krol in June to discuss methods for enhancing our relationship with the Friends. Rob suggested that we might co-sponsor an event with the Friends to honor Library volunteers; we might also think about strategy for enhancing the volunteer program. Also, might we have a librarian in training program using students from UMASS. The trustees should address long term goals for the

Library. Also, we need to finalize our contract with Katie—Pat will ask Katie to respond to the working draft.

- d. Possible Estate Planning Seminar: Rob suggested that we invite townspeople to attend a meeting with a well- known estate planner. We could offer light refreshments, and provide an opportunity for people to start considering support for the Library in their estate plans. The Board felt this was a great idea.
- 7.) Next Board meeting is scheduled for June 20, at 7:00 P.M.
- 8.) Jon moved to adjourn and Pat seconded. Unanimously approved. Meeting adjourned at 8:34.

Respectively submitted,

Cynthia Barker

P. A. Billingsley