

Board of Trustees of the Williamsburg Libraries

Minutes of Meeting Jan. 19, 2016

Present: Cynthia Barker, Pat Billingsley, Joan Coryat, Jon Gould (Recorder), Katie Krol, and Rob Stinson.

The meeting was called to order by Pat at 7:30 pm.

Minutes

1. November: Cynthia moved to approve November 16, 2015 minutes. Rob seconded. Approved by unanimous vote.

2. December: Joan moved to approve December 14, 2015 minutes. Jon seconded. Approved by unanimous vote.

Director's report

1. Events: Katie informed the board of upcoming library events, including programs called Seek the Woods, Memories of Ellenwood, and Ancestors in Our Lives.

2. Fines: DVD fines are now being collected and Katie reported feedback has been favorable.

3. Workplace safety: Katie noted that the town held a useful session for town employees on workplace violence.

4. Annual Fund: The Annual Fund has collected \$12,025 to date. Katie passed out a chart showing monthly totals from the current fund drive and from last two years. Online donations to the fund can now be made by going to the library website. This donation feature was added as of last Thursday. Pat asked Katie to prepare and send out a press release about website donation feature. Katie will ask John if we have email addresses to be used in another round of appeals. The board thought it wise to send a second appeal letter in March. Pat planned to ask Charlene if the town would approve paying John for some additional time in order to put in extra time to work on annual fund. Rob asked whether we have ways to track donations from out-of-town patrons. Katie mentioned we have received some generous donations from out-of-town patrons of late.

5. Investments: On another financial topic Rob asked whether the library's money held in trust could be invested based on trustee directives. Rob was given the okay to research this matter.

6. Accounting Updates: Katie shared various library financial spreadsheets and there were no major issues reported by Katie and none noted by the board. Katie noted library is still waiting for MegLig payment, which is state aid to the library. Katie noted that both payments have come from school department. The first one had been substantially delayed. The second came in without delay.

7. Survey: Katie said she had received a survey from the MBLC on the Municipal Appropriations Requirement and other library spending issues, such as whether computer expenses ought to be

counted as materials. This led to a discussion about the process of buying new materials, weeding out old ones, and state minimum requirements for spending on new library materials.

Capital Planning Subcommittee

Rob and Jon shared an update on progress of the work of the Capital Planning Subcommittee. Rob and Eric Weber attended a recent meeting in Lee for groups seeking state historical commission grant funding for projects and the subcommittee is looking into whether grant funding is possible to repair the plinths (or walls) perpendicular to the exterior stairs to the old portion of the building. Rob and Jon noted that two architectural firms had come recently to determine what it would cost to prepare bid documents for work on the plinth project and for foundation work at the Haydenville Library. Updates were provided about planning for a number of other Meekins projects: repair of windowsills and sashes, oak door cracks, and attic insulation.

Library Calendar

Joan and Katie made a plan to discuss the annual planning calendar.

Director's Contract

Katie and Pat made a plan to discuss Katie's contract on January 21.

New Business

1. Meeting time: It was agreed to move start time of trustee meetings to 7 pm.

2. Next year's budget: In preparing to submit the library's FY 17 budget request, the board discussed a number of budget items. The board discussed requesting the portion of Michele's hours that are currently not covered by the town to be covered by the town. The board discussed whether to request additional money for maintenance and also how much had been spent to date on maintenance. The board discussed the possibility of requesting \$5,000 to be added to the materials line. The board discussed the possibility of requesting additional money to hire a new employee to work four hours a week. Joan and Katie planned to work on the details of this last request.

Adjournment: Cynthia moved to adjourn the meeting at 9:55 pm. Joan seconded. Unanimous approval.

P. A. Billingsley