

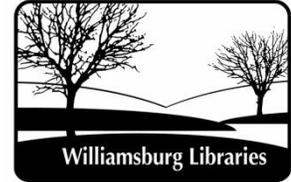
Board of Trustees of the Williamsburg Libraries  
Minutes of Meeting June 20, 2016

Present: Katie Krol, Pat Billingsley, Jon Gould, Rob Stinson, Joan Coryat (recorder)

Guest: Nick Dines

The meeting was called to order by Pat at 7:05.

- 1.) The board thanked Nick for his rebuilding of steps outside the library and presented him with a card and gift certificate as token of thanks.
- 2.) Minutes – May minutes were not available for review.
- 3.) Director's Report:
  - a. June was challenging month due to many employees on vacation.
  - b. Recent talk given by Kevin O'Hara, author of 'Last of the Donkey Pilgrims' was well attended and enjoyed by audience.
  - c. The summer reading program is starting Saturday, June 5<sup>th</sup>.
  - d. Jim Locke has recommended hiring Jamrog to maintain library's heating and cooling systems. B&G Mechanical Service had previously reviewed the systems and done some preliminary work. M. J. Moran currently maintains the cooling system. Rob will follow up with Jim Locke on recommendation and try to determine the difference in costs between the providers. Rob motioned that Katie will make the decision on heating and cooling with further input to be provided soon. Jon seconded the motion and the motion was passed unanimously.
  - e. The Friends of the Library are holding a Garden & Farm tour on July 23<sup>rd</sup>.
  - f. Person who was given the 'No Trespass' mandate for the year was back in the library. Katie will inform the Williamsburg police.
- 4.) Financial Reports
  - a. The Annual Appeal raised a total of \$20,380.32! The board needs to review next year's funding goals.
  - b. The Custom Summary Report for June, 2016 and Profit & Loss Budget vs. Actual Report were distributed by Katie and reviewed by group. Katie informed the group that expenses were on target.
  - c. Who will do taxes going forward now that Eileen Stewart is no longer on the board? Cynthia Barker?
- 5.) Old Business
  - a. Front step repair project: We are still waiting on Austin Design for design. Once we have that, the project can go out to bid. Mass Historic has list of approved architectural firms which we think includes Austin Design.
  - b. Other building repair & improvement projects: Jon will follow up with Jim Locke who had said that the costs of window work and Haydenville Library work could be covered by his budget.
  - c. Calendar: Joan will send out to group.
  - d. Estate Planning Seminar: Joan contacted Karen Jackson who would be happy to speak on estate planning. Joan will send Karen Jackson's contact details to Katie who will



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coordinate. Event will most likely be scheduled for October or November and we will ask Karen to include bequests to organizations such as Meekins Library.

6.) New Business

- a. The board would like to sponsor a joint 'volunteer celebration event' annually with the Friends in April. The group also discussed the possibility of holding a joint friends-board meeting once a year. Pat will raise the topic with the Friends Chair.
- b. Pat suggested that the Friends also distinguish between what they support financially and what the Library Board supports in their annual membership drive to further clarify the differences and importance of both.
- c. The group discussed creating a list of future library board trustees. Joan will speak to prospective trustee.

7.) Next Board meeting is scheduled for July 11, 2016.

8.) Joan moved to adjourn and Rob seconded. Unanimously approved. Meeting adjourned at 8:47.

*P. A. Billingsley*