

Board of Trustees of the Williamsburg Libraries
Minutes of Meeting July 12, 2016

Present: Katie Krol, Pat Billingsley, Cynthia Barker, Charlotte Meryman, Joan Coryat (recorder)

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

1. Minutes

- a. 5/16 draft minutes were reviewed and unanimously approved with minor revisions. Joan motioned to approve; Cynthia seconded.
- b. 6/20 draft minutes were reviewed and unanimously approved with minor revisions. Cynthia motioned to approve; Joan seconded.
- c. Joan will send missing 2016 minutes to Bobbin who will post on library website.

2. Board members welcomed new trustee Charlotte Meryman to the board. Charlotte reviewed the 'New Trustee Checklist' with the group and requested some additional information.

3. Director's Report

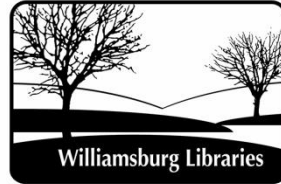
- a. Katie hired Jamrog to maintain library's heating and cooling systems.
- b. The summer reading program is under way with good attendance from all groups.
- c. John Stevens is no longer able to mow the library lawn which he has done on a volunteer basis for a number of years. Katie would like to hire someone to take over this task and will speak to the Finance Committee about the additional cost. Joan motioned that Katie be allowed to hire someone to mow the library lawn; Cynthia seconded and the motioned was passed unanimously.
- d. 'Problem person' has not been seen on the premises most recently.

4. Financial Reports

- a. The board will review next year's funding goals at September's meeting.
- b. The Expense Report for fiscal year ending June 2016 and Profit & Loss Budget vs. Actual Report for July 2016 through June 2017 were distributed by Katie and reviewed by group. Katie informed the group that expenses were on target.
- c. Cynthia will discuss assets and liabilities with the board in September board meeting when all members will be present.

5. Old Business

- a. Front step repair project: Mass Historic has approved our grant request of up to \$15,000 for the repair work to be matched by town funds.
 - i. Tom Chalmers of Austin Design told us that they will be starting the design this week and expect to complete by the end of July.
- b. Other building repair & improvement projects: Jim Locke has agreed to complete the window and painting work, both to be covered by his budget.
- c. Calendar: Joan will send out to group and requested additions and feedback.
- d. Estate Planning Seminar: Joan will send Karen Jackson's contact details to Katie who will schedule. Event will most likely be scheduled for October or November and we will ask Karen to include bequests to organizations such as Meekins Library.
- e. Pat will speak to Becky, Friends Chair, about coordination of fund raising letters.
- f. Pat reported that the Friends will be happy to host a joint volunteer appreciation event for volunteers in April.



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6. New Business

- a. Katie will create new school contract with 2% increase and send to the school in August. The board discussed issues related to the school-library relationship. The board and Katie agreed to revisit in the near future. Katie also told the group about some students' behavioral issues that the library staff has to contend with when classes come to the library.
 - b. Election of board officers will be deferred until September meeting.
 - c. Pat created a draft board meeting schedule for next year which the group revised. Pat will send out updated version to the group.
7. Next Board meeting is scheduled for September 19, 2016.
8. Cynthia motioned to adjourn and Joan seconded. Unanimously approved. Meeting adjourned at 8:55.

Respectfully Submitted,
Joan Coryat

P. A. Billingsley