

## Minutes – Williamsburg Libraries Trustees

February 11, 2016 Meeting called to order at 7:03 pm

Present: Pat Billingsley, Jon Gould, Rob Stinson, Eileen Stewart, Joan Coryat

The minutes from the Jan. 19 meeting were approved with 1 abstention. Billingsley pointed out that there are still some minutes missing including all of 2012. Coryat will send out the inventory of all minutes to current and past Board members to see if anyone has any of the missing minutes. There was discussion of posting the Trustee's minutes to the Library website. Krol will begin doing this starting with the Jan. 2016 minutes.

### Director's Report:

Krol reported that the heat system still has some problems some of which are due to the complexity of differing HVAC systems not being fully integrated. Otherwise, things are going "swimmingly." Krol has been meeting with a community member who is interested in re-starting the Reading to Dogs program and also pointed out the many flyers advertising all the current/future programs. The Director also reported that employees can be paid out of grant funds but would need to be at less than 16 hours per week during any 6 month period. The caveat if the Friends are paying is that the Friends by-laws must permit them to be a "granting organization." Jim Ayres has agreed to meet with the Friends to help work out the by-laws issue. The first installment of the MLig funds is here, next installment due in May.

### Financials:

The Annual Fund is at \$12,745 to date, with only 1 on-line donation. Although there seem to be fewer donations, the individual amounts are larger than in past years. Billingsley will develop a draft for the 2<sup>nd</sup> mailing of the Annual Appeal and Stinson will post info about the Appeal on All Things Burgy. The Maintenance line is still high due to very little snow this winter, however the heating problems should use up the balance. Krol hopes the Town will increase this line as it is perennially overspent.

### 2017 Budget Request:

The Library request for next fiscal year will include funds for 5 additional hours (\$3,133) for the Circ Asst. and 5 hours (\$2,860) for a new Circ Asst. Gould raised the issue of the \$0 Materials line. After discussion it was agreed to also ask the Town for \$5,000 for Materials. Billingsley and Krol will sign the budget request and Billingsley will draft a cover letter for the budget request.

### Other Business:

Stewart talked briefly about a Library Endowment Fund and pointed out the importance of Trustee buy-in. Stinson & Gould reported on their meeting with Jim Locke and Eric Weber regarding maintenance/repairs to the Libraries. Six projects were discussed: repairs to the Haydenville Library, repair of window sills and sashes at the Meekins. Both of these projects can/will be paid out of the Town maintenance budget. The insulation project was discussed, both the dome and

stairway. No progress. Also discussed, repair of the sky light and 18 stained glass windows at the Meekins Also mentioned was re-pointed of the addition and the stairs and stair side walls on the original building. Stinson and Gould will develop a letter to the Select Board (and Capital Planning Committee) detailing these needs and also requesting a warrant article for \$10,000 for design work for the stairs and stair walls. Stinson also pointed out the possibility of Mass Historical Commission money for the stair projects. In the meantime the stair walls need to be covered to prevent more damage. It was agreed to use a grey tarp. Jim Locke has contracted with B- G Mechanical Service to go over the HVAC controls and systems and make recommendations to improve the systems. Krol will be in contact with Locke to ake sure that the Whiting Co. techs need to be involved in this process as they have expressed some confusion/incomprehension about the current systems. There is no progress yet on a Library annual planning calendar. Finally there was some discussion about recruiting new Trustee candidates for the March 7 Caucus as Stewart will not be standing for re-election.

The meeting was adjourned at 8:55 pm.

Respectfully Submitted,  
Eileen Stewart

*P. A. Billingsley*