

Westhampton Public Library Board of Trustees

December 5, 2019, 7:00 PM

Judd Room, 1 North Road, Westhampton MA

In attendance: Brian Mulvehill, Mikki Nevins, Anne Marie O'Reilly, Celeste Whiting, Carol McMurrich (taking minutes) Meaghan Schwelm, Phil Dowling (first portion)

Call to Order: 7 pm

Visit: Phil Dowling from Select Board

- a. **Maintenance- update and building tour** see notes from Dowling: includes sections on circulation area, meeting rooms, 2nd floor stairway, Exterior painting, exterior roof work, ice dam control.

EXTERIOR: Front and parking lot side have been repainted, but the Stage Road side needs to be repainted along with the porch and the "return".

A few wooden exterior doors need to be repainted. Door off meeting room and basement under the adult section.

Lastly the cupola-- not painted the same color as the rest of the building. Siding is fine, but the windows have mildew on them. They are single pane.

Whiting asks: does this need to be covered by the library budget or is it a town building?

Dowling: says that it is to be decided. You can take it into finance committee.

Dowling will give us some numbers regarding what it might cost to do the exterior repairs by the next meeting.

- b. **Furnace Report:** System problems due to improper installation. Brian Mulvehill reviewed history of furnace repair and a recent email chain with Whiting Fuel about furnace problems. Phil Dowling has contacted Mark Wendalowski to come and look at the furnace-- Dowling will continue to follow up until Wendalowski comes. In the future we will hire Wendalowski to do our regular furnace maintenance.

Minutes from the Last Meeting: October (we did not meet in November):

Unanimously accepted with one abstention from Carol McMurrich (who was not present at the October meeting)

Treasurer's Report: Gift account: \$21,851.70; Library Building Account: \$3,594.48. State Aid is at 0, we should hear any day. Deferred Town Monies: \$65,347.07. Grand total: \$90,793.25

Director's Report:

As written: with following notes:

Schwelm reports that the Jazz Band series is going really well. Also Kestrel Land Trust was very popular. Action plan for the next fiscal year will be on hiatus, will submit In 2020 for FY 2021.

We need to update to Quicken 2013, can be \$89.99 for one year or \$159.99 for two Years. That money can come easily from library budget, we will do two year plan. Meaghan will talk to the town/ Northeast IT about how to pay without a credit card, trustees vote unanimously that she do so and buy the two year plan.

Gift Account discussion: Currently, fill the shelves is coming from the gift account. Cooper asked Ray Giordano (trustee chair, stepped down 2011) who recalls that gift account was used for major purchases and not day-to-day purchases.

Use of library by children: states that a responsible person of at least 12. Lego club may need a volunteer to support Emily so she does not have major childcare responsibilities. Perhaps we should have some sort of sign in sheet so we have contact information.

Make up a policy about unattended children in programs -- we should have something on file for each kid with contact information

Kids under 8 need to have an adult into the library (not necessarily with them but there)

McMurrich will create a draft of a "program policy" for kids in attendance at programs which we can discuss next time as well as a draft of a form to put on file for children.

Friends Report:

-10 Year Birthday for the library: they hope to do lots of activities all year to celebrate the 10th anniversary. Trustees will set clear boundaries as should Meaghan to be sure that this celebration does not creep into other responsibilities.

-Andrea Pichette is stepping down as treasurer

-Fall Festival: Proceeds were bit lower but generally all good. Morley may want to come up to talk to us at some point: perhaps they want the library to be open for it?

Trustees discuss the financial concern -- hopefully they will come in and make their case. Possibly we could close the library on the Monday after if we choose to be open during the festival. Friends should leave themselves enough time so that we can think about it. Sue O'Rourke will likely come to our next meeting.

-Jim Faulkner of Main Road is going to build a stationary sign to go in front of the library.

Old Business: Already covered-- Gift account and Furnace discussion

New Business:

Library Use: Wedding request for Fall of 2020: Policy allows it, Schwelm will communicate that it is possible, we would need some details to make sure it would work out.

Library Use: Winter solstice fundraiser/bonfire will happen on Dec. 20th. Mulvehill approved.

Open Meeting Law training: agendas need to be detailed enough that individuals will look at it and really understand what will be talked about. We should not be using email at all except for scheduling. Do not use reply all. Minutes date/time/place, summary so that a person not there would understand.

Decisions made, voted recorded, list documents used which are not part of the minutes.

Reality of consequences for violation of OML is that you will be warned and may have to make a public statement.

Other Business:

Closure of the building in case of snow:

-originally closed when schools are closed

-morphed it to be with the discretion of the librarian

-Mulvehill has two ideas:

1. If school is closed, we are closed

2. Director texts Blakesley -- who deems whether town buildings are open.

Schwelm says if roads are safe she is willing to come in-- but then she's held waiting for a phone call to determine if it's open.

Schwelm prefers to keep possibility of being open in the afternoon

Mulvehill suggests that if school is closed, morning library is closed. Schwelm will text David Blakesley to check about the road conditions- may open for the afternoon. On Saturdays if we close we will post on CW-Mars and Social media. Schwelm can make the call on a Saturday.

Policy we are considering is: If HRSD is closed morning library is closed, afternoon opening will be determined by highway superintendent. In the case of Saturday snow, the library will be closed.

Motion made to adopt, seconded, approved unanimously.

Next meeting: January 9th 7 pm.

Adjourn 9:05 pm.