

Minutes of the Westhampton Public Library Board of Trustees

February 11, 2021 at 7 pm via Zoom

1. **Call to Order**: 7:02 PM
2. **Attendance by roll call**: Carol McMurrich (taking minutes), Brian Mulvehill, Celeste Whiting, Lynn Cooper, Mikki Nevins, Anne Marie O'Reilly, Meaghan Schwelm
2. **Minutes from last meeting**: Moved, seconded, accepted with one abstention (Whiting was absent at last meeting) by roll call.
3. **Treasurer's Report**: Library Building: \$3,594.48; State Aid: 0.00 (waiting for first check to be issued - \$2,042, same amount expected second round); Deferred Town Monies: \$43,296.91; Library Gift Account: \$24,435.75.
4. **Director's Report**: as written, and:
 - a. Last year all public computers were updated to Microsoft 10 (previously were Microsoft 7) Staff computers still are at 7, are slow. Can buy refurbished or new, but then we may need to replace all the computers in a few years. Trustees think it is better to buy new this year so we can stagger new purchases. Mulvehill suggests using the gift account to purchase the computers. We have \$1k left in the equipment line, so could use the gift account to make up the difference. Whiting suggests that we make sure that moving forward we have money budgeted for the big ticket items. Computers are central to the information services that Libraries offer- it's essential equipment because it's the core of what we do— is not an extravagance and we should not need to rely on gifts to purchase computers.

Mulvehill makes a motion: *After using the remaining \$400 from the equipment budget we will use the gift account to make up the balance of the purchase of three new PCs for the library.* Seconded by Nevins, and accepted unanimously by roll call.
 - b. New date for our FinCom budget meeting is March 18.

c. Purchase of KN-95 masks for volunteers. Mulvehill suggests an NPR story about how to properly double mask.

5. **Friends Report**: Met 1/5/21; currently 104 members. Collectively made nearly 6k in their drive (membership, fill-the-shelves, and Lyn Keating programming fund). Still doing quilt drive— nearly \$600 with that so far. Discussion was centered around programming needs for take-and-make crafts. Talked about asking people not to donate books to the library. Suggested the purchase of more tents/ canopies for when the weather warms up and Friends are willing to support that.

6. **Old Business**

a. **Vote to approve Amendment to By-Laws**: Section regarding officers is changed to establish a Vice-Chair. O'Reilly reads the new by-laws to the trustees. Also changes the description of the treasurer, reads this new description. Reads new description of secretary responsibilities. *Cooper moves to accept amendments to the bylaws*, seconded by Nevins. Unanimously accepted by roll call. O'Reilly will leave printed copies of the bylaws in the black box for the trustees. Vice Chair position will be filled after 2021 town meeting, in the meantime if O'Reilly needs assistance Cooper will step in.

b. **Review Director's Evaluation**: Presented by Lynn Cooper. In referring to the evaluation left at the library by Cooper, Cooper review that she and Schwelm would like an assistant for us to 10 hours a week— could even be a student. However, knows that this year may not be the year to do this. Having more part time help gives more flexibility in scheduling and also gets you more time with people and they can learn more tasks than volunteers. A part time staff person is better than a volunteer because they can be left with responsibility. Carol brings up possibility of longer-term college/ grad school interns to support library work.

- Cooper brings up the trustees suggestion that Schwelm take some days off to recoup given the strains of this year.

- Next month Trustees will discuss when the next, formal evaluation will take place and set some goals to get the process going. Cooper suggests that the director typically suggests 3-5 goals and prioritize them.

c. **Budget Proposal FY 2022-** we reviewed last time. Meaghan did look at some other small libraries and what they pay— e.g. Sunderland pays over \$20, we're only asking to go up to \$17 and we should continue to add \$1 per year to get it to a competitive rate. Whiting points out that our revenue base lacks business income and that is going to make it difficult for us to actually be competitive. Budget is ready to put forward on 3/18/21.

7. New Business

a. **Municipal Vulnerability Preparedness Workshop-** community resiliency around issues of climate change in the town. It was 3 sessions long; in the end the town came up with a list of priorities of where the town was vulnerable, and what resources existed to help to deal with climate change that were already affecting Westhampton. For example, flooding: town hall gets flooded from water flowing downhill, library also is a "potential risk" in the Judd house side. Ongoing issues about the electrical grid and what would happen if there were an extended power outage. There were a couple of areas where the town might do some projects: making flood mitigation bylaws, master plan around open spaces and does the town want to do that. Talked about agricultural practices in town, and praised integrated pest management. Attended by a number of people - Phil Dowling, John Shaw, Dave Whiting, Teri Anderson. Identified areas that are being hit: ash trees are being impacted by the emerald ash borer. Role that the library might play: maybe in some education efforts, "Grown in Westhampton" being a resource. Schwelm is looking into signing up for being a climate resiliency hub: you make information available to the public and you make at least one session available to the public per year.

b. **Library Sign:** Sue O'Rourke gave update on the sign, Friends are moving on this. Found someone who will provide the labor for free. Getting ready to go ahead. Phil Dowling met as well with input for color/lettering. Schwelm shares there is an updated printout at the library she can share with trustees. Is speaking with highway department to work on placement so there is no blind spot.

c. **Lawn Care Plan:** Currently practicing integrated pest management. We do not have a price for organic lawn care yet. 4 step fertilizer program without pesticides. As we do not have a price, we could not put it in the budget. Trustees would like to see the numbers when it's convenient for Holt even though we cannot implement until the next budget cycle.

8. **Any other business** to come before the meeting not anticipated at time of posting:
none.

9. **Date for Next Meeting:** 3/11/21

10: **Adjourn:** Moved by Cooper, seconded by Nevins, unanimously approved by roll call.