

Meeting of the Westhampton Public Library Board of Trustees
in person at the Westhampton Public Library and on Zoom
July 12, 2022

Present: Meaghan Schwelm, Anne Marie O'Reilly, Carolyn Whipple, Debra Smith,
Deb Estelle, Angela Griefen

Absent: Carol McMurrich

Meeting call to order at 6:00pm

Minutes from Last meetings

April minutes approved

May minutes approved

June minutes approved with amendment.

Treasures Report

Account Balances:

Building - \$3,594.48

State Aid - \$5,384.57

Deferred Town Monies - \$119,806.00

Gifts - \$22,265.38

Directors Report

Statistics for June 2022:

- 27 at summer reading kickoff,
37 at Ed the Wizard
15 at Brightspot Reading Buddies
- 12 in-person adult programs with 75 attending
- 1 general audience program with 12 attending (garden day)
- 40 children, 5 teens, and 20 adults registered for summer reading
- 49.25 volunteer hours
- Circulations 2,066 (2,537 in June 2021)
- 123 in-person browsing hours

Meaghan approved the use of the library yard by the Westhampton
Congregational Church for a family event/bonfire on Saturday, August 13 in

the evening. A bonfire following our “Learn Campfire Songs on the Ukulele” is also planned . The fire department is aware of both events.

There is a discrepancy on the Annual Town Meeting approved budget and the proposal the library submitted. Our proposal was for \$119,689.00. The budget that the finance committee submitted to the town for a vote at the annual meeting was for \$119,806.00, which is \$117 over what we proposed. Meghan suggested and the Board agreed that we allocate the excess \$117 to our salary line in case of coverage issues.

Friends Report

Friends did not meet, no report

Old business

Library Assistant Search

4 official applicants have sent in their resumes and cover letters as of this date. Meaghan is waiting for one additional applicant to send in his/her information. There is seems to be no shortage of interest in the position. Angela Griefen agreed to assist Meaghan with interviews. Emily will also have input. Meghan would like interviews to happen as soon as possible, so the position can be filled by September. As of this meeting there are two strong candidates and two others with less experience.

New Business

The Fall Festival

The Fall Festival date is set for October 16. Food Prep is an issue, since food has to prepared in a food safe kitchen. Food cooked outside at the Fall Festival, i.e., over grills, are ok according to the health department. Steve Holt’s Sugar Shack is certified for food safety but is not at this time being considered as an option. Preparing food in the Church kitchen is not an option because it is not up to food safety health code.

Director’s Contract and Performance Review

Emily and Meghan have signed their annual contracts.

Meghan has been receiving a review around the anniversary of her start date. Anne Marie suggested that performance reviews happen in the Spring, so current board members have a chance to weigh in before new trustees come on board in June. All agreed that was a good idea going forward.

Revised Mission Statement

All agreed to adopt the newly revised mission statement:

Westhampton Public Library will be a center for community gathering and lifelong learning. We will create opportunities for learning and enjoyment for all library users.

Strategic Planning Goals

After looking at the Library survey results the following may be incorporated into our 5-year strategic planning goals:

- Expanding Library hours. Need to determine what days/hours.
- Encourage more children and families and young adults to use the library.
- More families with school age children are moving into our town .Very little is now offered for after school activities in the elementary school. Maybe different events/programs at the library could fill that gap and attract families with children.
- Emily's time is limited so perhaps parent volunteers could help Emily with afterschool events for kids during the week. Saturday morning programs are going well, this is a good time for working families. The new library employee may be able to offer support as well.
- A special visit to Elementary school classes could be planned to introduce the library or host a school assembly to talk about library programs.
- The local Elementary school does not have a librarian at the moment. Carolyn to bring this issue at a PTA meeting in the fall.
- Meaghan would like to introduce a homework help program at the library with HS students mentoring elementary school students. Meaghan contacted our local HS to see if there is interest, but so far has not heard back.

Draft of amended Collections Development Policy.

The Board had the opportunity to review the draft Anne Marie wrote before this meeting. Anne Marie worked on the draft by reviewing and incorporating various policies from other libraries. The Mission Statement and Service population

information will be written into the policy. The Library Bill of Rights and The Freedom to Read Statements were also included, as well as a Statement of Concern Form. The Trustees were asked to take a look at the draft and make any comments at the next meeting.

To clarify, the Trustees job is to make policy and Meghan's job is to carry out the policies. There was a discussion for the Board to take up the task of reviewing all the Library policies, some of which might need updating. This would be a large project, taking a year or more to complete if the Board wants to take it on. A subcommittee might be needed to complete the work.

A discussion followed concerning the Statement of Concern About Library Resources form, which would be available to patrons who might wish to question a library resource. Could the form be submitted anonymously by a patron? At some point their identity would have to be revealed since a discussion with Meghan would be necessary to resolve any issues.

Anne Marie reminded the Board that due to the Open Meeting Law; Board members cannot discuss anything that happens at a Board meeting outside our meeting time, not even on emails. Never hit reply all in an email from Board members because this action would create Board meeting.

Meghan contacted the Mass Board of Libraries to ask if we can get the updated Board Manuals. Mass Board of Libraries has a current version online that we might be able to download, or we can wait to see if new manuals can be mailed to us.

Adjourn meeting 7:32 pm

Next meeting date: Tuesday, September 13.