

# **Westhampton Public Library Board of Trustees**

**March 8 , 2018 Judd Room**

**1 North Rd, Westhampton MA**

**In attendance:** Maureen Dempsey, Brian Mulvehill, Lynn Cooper, Lynn Blair, Andrea Belanger, Micki Nevins, Carol McMurrich

## **1. Call to Order 7:01**

## **2. Minutes from last meeting-** approved unanimously

## **3. Treasurer's Report:** Gift account \$25,004.51. Building Account: \$6,939.48. Public Libraries Fund: \$0, State Aid: \$1547.81, Deferred Town Monies: \$32,735.35. Total: \$66,254.15

Discussion ensues regarding whether the door repair, which occurred because the door was not properly installed, should come from the Building Account or from the Repairs budget line. Mulvehill suggests that if, down the road, our repairs budget becomes exceeded we could vote to remove the cost of the door repair from the Building Account.

Also the boiler issue could be a Building Account expense because it was improperly installed. To be discussed at a later date.

## **4. Director's Report -** as written, discussion includes:

- Hilary has chosen date April 30th as last date and also celebration of her departure. Currently four applications that Blair would like to pursue.
- Regarding being "age friendly" we will be interested to participate however relevant.
- Regarding social media policy: would add to the end of the posting paragraph that we have the right to take down something that is not

related to the library's mission, collection, and services. Regarding legality: is this censorship? Blair will run by the MBLC

- Roof leak in Community Room: thought it possibly could have been through where the solar panel comes in. Phil will caulk it.
  - Krug Family seed frame: it is large and heavy and huge. Deemed by Blair to be too big to hang. Krug family would prefer to leave it here at the library. We feel that we should find a place to hang it since the Krug family is such an establishment in the town. Perhaps the stairwell? Will ask Dan Krug to come back to pursue hanging it in the stairwell.
  - Boiler repair: We will go with Express. Express knows the boiler and knows what they are doing. Knew the background. Town has the contract with Whiting but Blair will talk to Cheryl about it. We pay out of our maintenance budget so we should be able to choose our own company.
  - Helene is retiring from volunteering. We will send a card.
  - Signed by Ruby Bridges Norman Rockwell painting. Voted unanimously to accept.
- 5. Friends Report** - they fully funded Blair's genealogy class. Andrea is getting bank debit cards so we can use them for purchase instead of being reimbursed. Lastly they are doing Valley Gives.

## **Old Business**

- 1. Front Door-** David and Judy Borden came to look at it and will fix it. Will also fix caps on the railings. Quote of \$175.
- 2. Railing** Phil will also fix the deck railing
- 3. Poetry Café** - Move to April 11th, Wednesday. **Carol will bring Mulvehill white tablecloths.** Nevins will bake and bring a gallon of cider, Mulvehill will bake, Cooper will bring fruit plate, Belanger can

bake. Dempsey will donate plastic cups, Mulvehill will bring plastic plates. Dempsey will bring cheese and crackers. Mulvehill and Nevins will arrive early to set up. Mulvehill and Dempsey will bring electric votive candles for ambiance.

#### **4. Professional Development for Director**

Issue of Lynn wanting to do genealogy class and Friends paying for it. If Friends hadn't paid for it, perhaps we should consider using the gift account to fund further education. Our current PD account has only \$900 which is enough for a conference (and associated costs) but won't cover a college class.

### **New Business**

- 1. Report of the Trustees** - gave report to Cheryl - Dempsey put in lots of statistics, e.g. number of programs, patrons, circulation, etc. Ended it with a specific paragraph that our budget is online, minutes are online, can see account balances, solar income, and can ask for copies at the library desk.

Discussion ensues about Town Meeting- will prepare at our May 10th meeting to calmly address any issues raised. We have followed everything correctly and there are no problems.

- 2. Safety in the Library-** We may need a "plan" that we might need to have to make us, and also the patrons, feel more comfortable. Patron emailed Dempsey regarding safety - had wondered if we had a panic button. Only 911 here. We will talk to Dave White and get suggestions for a small town library.

Forbes has some system where they have a "code phrase" so that they can call for backup without letting the person in question know.

General assessment: We need protocol for if there is an emergency beyond 911.

Behavior Policy: looks good. Voted to approve policy unanimously.

**3. Social Media Policy-** discussed in Director's Report.

**Any other business to come before the meeting**

The Democratic Town Committee wanted to hold a meeting to register voters. School doesn't want to support, because it might imply an affiliation with a party. We had the Democratic Town Meeting in the Community room: could we do registration here? It's just voter registration. Since it's run by one party, is it political? There is no official voter registration in town. Trustees seem to be OK with the idea because ALL are welcome to register regardless of party.

Blair said a patron suggested that we hold an event that is about how to become active in your town government. Could we create a document or bulletin board? We could be a place of information where people could see what ways they could be involved, how you get involved, what you need to know, what is the time commitment? It's informational- not recruitment. Mulvehill will talk to the select board regarding possibility of collaboration.

**Next Meeting** Thursday April 19, 2018. McMurrich will be out of town. Either Mulvehill or Belanger will take minutes.

**Adjourn** 8:20 pm

**Respectfully submitted,**

**Carol McMurrich, secretary**