

Westhampton Public Library Board of Trustees
May 11, 2017. 7:30 pm. Main Room,
1 North Road, Westhampton MA

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

Call to order: 7:30 PM

Minutes from April meeting: approved unanimously

Visitor: Tom Martin- Library Landscaping

- Septic tank should get more ground cover than there currently is there. Suggested another 4-5 inches of material on top. Sand build up on far side of driveway. Stone needed to be replaced on northside of building. TM Feels these are long range repairs. Library have a landscaping budget?
- Scheduled two landscaping days upcoming. It would be great to have mulch on hand. Last year turned to Friends. TM will ask Friends, and if need be Trustees can look to the Gift Account.
- Large apple tree- TM been trimming it —would like to take top of tree off. Will look for an estimate.
- Discuss possibility for budgeting in approximately \$1000 for landscaping to provide a budget for mulch, plants, etc. Would make it a separate line item. Long term it would be nice to have some tools on hand.
- Asks if there is a preference for where we would put a compost pile. Can't put it anywhere in the buffer zone.
- Could request tools - McMurrich will put something in the Bell tower requesting the items that Tom puts on his list. Then can review for quality before bringing to library. McMurrich will serve as point person
- Martin establishes that he will get the tax-free ID # from Gingras and purchase the mulch and then get reimbursed.

Treasurer's Report:

Deferred Town Monies: \$22,015.24; Gift account: \$23,678.18; Library Building account \$6,939.48; Public libraries fund 0; State Aid \$2989.42 Grand total \$55,622.32

Gingras brings up question that CW Mars came out to \$300 more. Could come out of mandatory purchasing from ebooks, but that confuses the membership line. Then it appears that we have money where we don't, so Gingras will ask Keating what her strategy was.

Only thing that's getting low is supplies: probably down to less than \$100. We had to order parts for the DVD buffering machine.

We do have over \$1000 remaining in heating oil .

Trustees move, second, and approve to move \$400 from heating oil to supplies to help Gingras get through to June 30.

Cooper brings up the idea of having a snow belt in the roof intersection to help snow melt and reduce ice jams. Cooper will bring this back to Marney's attention. She had hoped to get this work done within this fiscal year. Gingras points out we still have money in the repairs account.

Director's Report:

- Gingras will be attending the Massachusetts Library Association Conference in Hyannis on May 22 and 23. Professional development budget will pay for this.
- We received our second state aid check of \$1,515.05 for a total of \$2,989.42 in state aid we received this fiscal year.
- Gingras was approached by a library school student who wanted to do an internship at the library. She needs to do 60 hours of work and would like to work from June-August/September. As this is one of our busiest times of year, it's a perfect fit. She is interested in learning a bit of everything, but especially children's services. Hilary is glad to have a helping hand in with the children's summer reading. Attached a "job description" I wrote up for an intern. Since she will constantly supervised there is no need for her to complete a CORI?
- Tadd Allman-Morton wants to do the blessing of the animals again so has filled out the form.

Friends' Report:

- The Friends are purchasing a telescope from the Aldrich Astronomical Society. The telescope will be delivered in the next month or two and a representative will come and do a demonstration event on how to use it. The telescope will be available for check out.
- Friends are also still working on the "snapshot of Westhampton" book.
- They are going to do an example pumpkin patch at the school.

Old Business

1. Town Meeting Review of Budget— our budget was approved, they will recommend it as submitted. Should not be any problems unless someone makes an argument.
 - However there are errors under the library director's salary, the staff librarian's salary, the custodian, and the program organizer which has not existed for 2 years. So the correct salary for FY18 should read \$40,213 for Gingras (we did budget and voted 3% increase for staff, went to finance committee and presented it as such, and then the selectmen recommended a 2.5% increase. Finance committee was fine with our 3% but Cheryl just put it in at 2.5%)
 - For Hillary it's just messed up. We raised it to \$16.26 from \$15 but they had it listed as \$12.78
 - The custodian's correct wage is \$11.80 which is what he's getting per hour for other town responsibilities.
 - The program manager position is just gone.
 - We also need to have the money rolled back into the town from the solar. Gingras has the updated number from March - \$17,416.18 is from 2015 onward.

2. Thank you event for volunteers went really well. Mostly volunteers, not so many townspeople.

3. No update on Strategic Planning committee— survey is out right now, everything has been very positive and consistent request for more hours. However for the size staff we have to be open another day would be difficult.

4. Dempsey will do review of Gingras and make a new contract for 3 years and the new salary. Cooper queries about the performance review, wants goals to be outlined in a separate document, other trustees put forth that a strategic plan is a set of goals. And Gingras feels the trustees are meeting her goals and expectations and that anything that's not happening will be addressed in the strategic plan.

Cooper states that it would be important to document the performance. Dempsey sees it as added work in the midst of a big strategic plan.

New Business:

Decision is made that Trustees will not meet in August.

Any other business:

Possibility of a Homestead Foundation grant? This was Alex Keating's initiative, his wife's family's foundation. It has an August 1 deadline. Should we apply? Dempsey reviews grant application and deems it very simple. Gingras says having a library laptop would be a great tool.

Set date for next meeting: Thursday June 8 at 7 pm.