

Westhampton Public Library Board of Trustees

November 8, 2018, 7:00 p.m., 1 North Rd Westhampton MA

In attendance: Lynn Cooper, Mikki Nevins, Brian Mulvehill, Celeste Whiting, Anne Marie O'Reilly, Carol McMurrich (taking notes) and Lynn Blair

Guests in attendance: Tom Martin (through item 2) and Renee Schultz (through item 3)

1. Call to Order 6:58
2. Tom Martin Budget this year was \$1000, spent \$250 on mulch. Steve Holt indicated that the trees on the property are the responsibility of the library because the tree warden does not have the budget for it. The trees need to be properly trimmed to sugar maple standards (keeping 90-degree angles to branches so they will stay strong). Martin requests pursuing a bid for winter pruning of the trees- will factor in the fact that we are a municipality and a non-profit. Mikki suggests K & J out of Southampton. Will get 3 estimates. Will determine both an estimate and also how often so we can determine how to budget for the future.
Also thanks Dave Blakesley for helping to re-seed around the parking lot.
We will send Blakesley a thank-you note (Lynn Cooper) from the trustees "all his help coordinating landscaping activities at the library".
3. Renee Schultz comes to visit to register her concern about the lights being on all night. As a neighbor it is very difficult. As a friend if she could have a key she would happily come over and turn off the lights if they get left on.
Wade's two suggestions: \$100 switch and install a timer so it's on/off same time each day.
Or can install a new bulb so that there isn't a 10-minute wait time. It is a more economical bulb, but installation is \$350.
Trustees prefer the second plan. Mulvehill also asks if the trustees are comfortable giving Schultz a key- everyone feels comfortable with this, the key would be just to the vestibule and would not require entry to the library proper (no alarm re-setting necessary).
4. Minutes from the last meeting: moved, seconded and accepted unanimously.
5. Treasurer's Report : Gift Account has 22,511.02; Library Building Account has \$5,489.48; State Aid is still at 0 until next month; Deferred Town Monies are at \$58,430.49. Total of \$86,430.99
6. Director's Report: as written. Would like to start an Instagram account for the library. Apparently Keating started the FB on her own, with no problems, and we have a social media policy to cover us.

Re: broken computer: Northeast IT says \$900 for a new Dell computer, or there is the option of a refurbished computer for \$399. Mulvehill asks about using a chromebook type of computer. Risk is that a laptop is portable, but it could be attached with a cable. We could also stick with 3 computers for now- there are rarely 4 computers in use. Blair suggests limping with 3 and seeing how that goes, meanwhile price out a Chromebook and have that as a back burner option.

Blair also brings up the 12-1 closing. It's awkward when people are here and you have to kick them out for the hour. Trustees agree that Blair should feel empowered to use her lunch hour!

Outdoor Use Request: Boy Scouts have requested use of field w/ bonfire and marshmallow for a winter solstice celebration, supervised by Steve Holt. Trustees approve.

7. Friends Report – 1 item to come to trustees: during summer we raffled a donated quilt, raised \$400 and they thought it would be nice to have a permanent sign by the road. Maybe with hours, name of library, and announcements. Mulvehill will tell O'Rourke to touch base with Blair about what the director would need on the sign and when Friends have concrete ideas they can come to present to the board.
8. Old Business: Cooper asks if we need to write a thank-you note to Steve Campbell. And did we agree to pay him? **McMurrich** will look through the minutes to find whether we agreed on a price or whether we should just pay him an honorarium.
9. New Business:
 - a. Comp time: Re: Lynn doing extra hours for fall festival. If she just "uses her hours" from the week then she is behind in her work. Mulvehill suggests that we have a comp time fund so that she isn't giving freely of her time but doesn't necessarily lose out in her hours all at once. Blair does keep a spreadsheet of her hours and could record used comp time there. Blair estimates over the course of a year that she gives about 20 hours of her own time. Trustees agree that we will write a policy regarding comp time.
 - b. Blair also asks about snow days: can she work from home? Requests a policy in place regarding snow days.
 - c. Staffing analysis: Blair had shared information from other libraries about their circulation, staffing hours, volunteers, etc. The data we have pulled regarding circulation put us in the middle of the road. This will not convince town meeting that we require another full-time staffer. There is the thought that we do give some money back for our solar energy. Mulvehill's concerns are: don't want Blair to feel burnt out. Sara is also maxed out on her hours. We would have to defend raising her hours to the town, which would add benefits. If Lynn got 5 more hours we could likely easily make the case that 40 hours is a full-time job. Blair

already has health benefits. Blair isn't sure how many more hours would help the assistant position: if you add 5 hours it's still not a full-time job.

Mulvehill suggests that first step is adding 5 hours to director's position.

McMurrich proposes that an alternative solution is also to hire an "assistant" to take on some of the easier jobs which would be less to pay. Blair needs to think about this and needs to think about how it would be scheduled. She knows the busy times and wonders if it might be impossible to find someone who would actually be there during busy times. Mulvehill suggests that Blair think about whether an assistant would be helpful, and what number of hours would really take the workload off.

Whiting asks if Blair has quantified what the desk volunteers give. Could that information be used to describe a position?

10. Next meeting: Thursday December 13th, 7:00 PM.

11. Adjourn: Moved, seconded, accepted at 8:28 pm