

## Meeting of the Westhampton Public Library Board of Trustees

Thursday, November 18th at 7:00 PM

Community Room, WPL, 1 North Road, Westhampton

In-Person and Virtual Meeting \*

### Agenda

**In attendance:** Meaghan Schwelm, Anne Marie O'Reilly, Caralyn Whipple, Mikki Nevins, Angela Griefen, Brian Mulvehill

**Not Present:** Carol McMurrich

**Guest -** Phil Dowling

**Call to Order** at 7:05

**Minutes** from last meeting- Approved

### **Treasurer's Report** -

Library Building Account has \$3,594.48;

State Aid has \$2,829.76;

Deferred Town Monies \$69,188.66;

Library Gift Account \$21,014.02

### **Director's Report**

#### **Statistics for October 2021:**

- 3 outdoor playgroups with Andy with 8 attending
- 4 storytimes with Emily with 17 attending
- 1 children's ages 6-11 with 25 attending (Book-or-Treat)
- 10 in-person adult programs with 35 attending
- 1 online adult programs with 9 attending
- 1 in-person teen programs with 3 attending
- 70 volunteer hours
- Circulations 1,901 Oct 2021 (1,594 Oct 2020)
- 113 in-person browsing hours

### **CARES purchases approved**

The Selectboard has approved for the library to purchase a shed for the yard and three portable air filters for the community room, Judd room and shared work space with CARES grant money. **\*However**, I had a conversation with Phil Dowling. He has concerns about where the shed would be placed in the yard and if it would serve its intended purpose if it was placed in the side yard. He also thinks that we might be able to find storage for Fall Festival supplies at another location in town since they are only used once a year. Additionally, we might be able to work with the local fire department to come up with a list of materials that are okay to store in the basement area, such as metal chairs which pose no fire hazard.

- Halloween a success
- Phil - Salt Shed use as a possibility
- Basement can't used for storage b/c fire code violations (no sprinklers)
- Library Shed not necessary

- **Friends Report** did not meet but will meet in December

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- **Old Business**

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## **- Discussed Director's Evaluation**

Anne Marie had added some goals for Schwelm & professional development opportunities. All think the review has great.

### **Follow-up** on MBLC guidance regarding fundraising for building maintenance

- MA Library fundraising guidance - used for enhancements/programming/ other library related services
- **Discussion with Phil Dowling** - history - no town money except \$106,000 from old school building used to build library. Built with support of private donations and community participation.
  - Discussed potential maintenance 10-20 years out
  - Appropriate to have a maintenance budget - couple of thousand (1500-2000)
  - Project more than \$1000-2000 - we ask for it
  - Capital planning over \$10,000 - library not currently on it since bigger items are over 10-15 years out
  - Cupola windows replaced & fixed by Phil - water damaged
  - Endowment - discussion of idea for big picture fund raising
  - Discussion about what Gift Account means and can be used for - best practices it can be used for what falls outside operating expenses
  - Solar panel contribution to town ends this year
  - Grieffen - we should increase our line item for the budget - perhaps \$2500
  - Phil's vision - Laurie Sanders helped create original building ideas & fund raising. Feels there dozens of people out there who want to create community energy and fund raising.

### **Follow-up on Eagle Scout Bench Project**

- 13 benches - looking for storage options

### **New Business**

- We will offer to reimburse Phil Downing cost of paint for exterior painting
- Discussed plans for moving playgroup indoors since the Board of health has approved.
- Amended Covid 19 policy to include community room use for up to 15 people in order to allow people to sit at least 3 feet apart.
- Considering budgeting for a substitute librarian to cover library when both librarians are unable to work.

Next Meeting: 12/9/21

Adjourn - 8:54 pm