

Westhampton Public Library Board of Trustees
September 12 2019
7 pm
Judd Room
1 North Road

In Attendance: Celeste Whiting, Anne Marie O'Reilly, Lynn Cooper, Brian Mulvehill, Mikki Nevins, Carol McMurrich (taking minutes) and Meaghan Schwelm

1. Call to Order-7:04 pm
2. Minutes from last meeting- unanimously accepted, with one abstention (Whiting)
3. Welcome Meaghan
4. Treasurer's Report- current printed report is in a different format and totals as typically recorded are not yet tabulated at the time of the meeting. Schwelm will work with Victoria Yoshen to learn how to use Quicken and create familiar report for trustees for October 2019. Trustees suggest that if possible we would want to update software, Schwelm is under the impression that the town would like the library to stay with Quicken 2006 because it's the system the rest of the town uses. Schwelm will investigate.
5. Director's Report:
 - a. Emily Wayne will begin this Saturday, pending conversation during this meeting regarding the contract.
 - b. Second issue regarding the PG rated movies being cataloged with the adult movies: unusual practice but trustees are amenable to moving the PG movies back with juvenile materials. Schwelm will explore how to fit PG movies in that section.
 - c. Fall/Winter programming: Would trustees want to host a poetry slam? Or, idea of looping in the Hampshire Regional English department or poetry club?
 - d. Question about possible presentation by author who also has a business as a medium/"seer". Can do a presentation but cannot sell or advertise products.
 - e. Gentleman is concerned about his donated Shakespeare painting which is no longer on the wall: The Trustees refer to the Library Gift Policy.
6. Friends Report: As written.
7. Old Business
 - a. Interim Director- Judy Kelly has served her term- Schwelm conveys she was very helpful. Was working at director's salary but for 20 hours per week.
 - b. New Director- ongoing conversations about concerns that may have come up with the exit interview with Lynn Blair, and where we think we should be headed.
8. New Business
 - a. Youth Librarian- have hired Emily Wayne, will do wonderful art programming with the kids. Should Pat Miller offer the CFC grant to Wayne for the extra 3 hours per week of programming then Schwelm should connect directly with Pat

to provide some oversight to the two programs and make it clear how Wayne files hours.

- i. Mulvehill has drawn up a Youth Services Librarian Agreement – Trustees vote unanimously to accept the contract.
- b. SREC Purchase Agreement (Solar) Phil Dowling had sent us a Renewable Energy Certificate Services Agreement along with a purchase agreement. After HCOG collapsed town contracted with a Sun Wave Gas and Power- but these documents are not from that company. Trustees need to understand what these documents are before we sign them. This document needs to be taken up to the select board to determine what exactly this is and what it means: Mulvehill asks if another trustee can either attend select board meeting or meet with Phil to learn about it. Schwelm may have a connection with knowledge as well. Anne Marie is willing to go to the meeting, which begins at 7 pm. Trustees also suggest perhaps Selectboard should be responsible for documents like this as the electricity/profits go to them, not to us. So it may not even need trustee signature.
- c. Water Pump- Dave Blakesley emailed to say water pump was being replaced at Hampshire so every connected building was going to pay their share: approximately \$130 for the library.
- d. Electrical Wiring for Furnaces- Whiting Energy came to do the furnace cleaning – they found that because they aren't connected to a chimney they have a vent out, which has a fan that should be consistently running. It is not running—it's meant to cool the motor and blow out the CO2. It's installed incorrectly. We need to get the electrical wiring fixed by an electrician. If we don't fix it it's going to continue to damage the furnace. Query at this point is whether we get someone from the furnace company or just a straight electrician. **Mulvehill will call Dowling directly** to ask which electrician we should hire to do this work.
- e. Volunteers – keeping it on our radar that we're working on recruiting volunteers: could put it in local newsletters (Bell Tower), flyer at the front desk. Can see what kind of feedback we get.
- f. Fall Festival – Library will remain closed during the fall festival- voted unanimously by trustees. Only the community room and the restrooms will remain open. If library director chooses to attend fall festival she will do so as a guest.
- g. Correspondence – Lynn Cooper will write Judy Kelly a thank you note for her help. 188 N. Elm St Northampton 01060
- h. Other business not anticipated at time of agenda submission:
 - i. Planters out front: Cooper planted mums and submitted receipts to Friends as well.
 - ii. Petitions: Determination is made that for the short term Schwelm will put petitions on the community table. If there is an influx of petitions we may need to create a policy about petitions.
 - iii. Cooper raises point that Schwelm should let us know on a regular basis if anything is asked of her that seems outside of her job description.

9. Date for next meeting – October 10, 2019 (Nevins will not be in attendance)
10. Adjourn – 8:47 pm