

Meeting of the Westhampton Public Library Board of Trustees
Thursday, September 10th 2020 at 7 pm

Present: Lynn Cooper, Brian Mulvehill, Anne Marie O'Reilly, Mikki Nevins. **Absent:** Celeste Whiting. **Present but not voting:** Carol McMurrich

Call to order: 7:04 pm

Minutes from the last meeting: Accepted by roll call by Cooper, Nevins, O'Reilly and Mulvehill
abstained: Carol McMurrich

Treasurer's Report: Library Building Account \$3594.48; State Aid: \$0; Deferred Town Monies \$85,257.02, Gift Account \$23,716.51

Director's Report: As written. And also:

- Would like to discuss further with trustees the situation with having such a small population and how a small number of cases puts us in a "dangerous" situation.
- If we get the resiliency grant she would like to plant a pollinator garden.
- WOWbrary is a service so you can have a great way to showcase your collection to patrons remotely. It's \$375 per year. Mulvehill asks if you can purchase a half a year; Schwelm says she thinks so. McMurrich, Nevins agree that this would be a really worthwhile investment.
- Bob LaPalma of the conservation commission wants to set up a table at the library. This would be fine but he needs his own signage asking people to remain socially distant and wear a mask. Mulvehill points out that there are very few people coming to the library and requests that Schwelm make sure Bob knows that this is the case.
- Waiting to hear back from Phil Dowlig on the report of how our HVAC is- leads to the question of what we are going to do in the winter.
- O'Reilly asks what is ARIS? Schwelm answers it is all of our statistics that are NOT financial. Due October 2.

Friends: No report. Hope to have a meeting on Monday morning outdoors.

Old Business:

- Performance evaluation: O'Reilly had sent out some examples of performance review forms. Three different lengths and three different levels of detail. Observes that the contract language outlines that the evaluation should be based on the details of the job description, on carrying out the goals of the library, and on attaining personal goals. Question is: how much detail should the performance review go into?
 - Question: Do we want to get back to this system, with goal-setting? Next month we could have a meeting after our time with Meaghan we could have a discussion and come up with those things.
 - O'Reilly suggests tightening it up, and offering something very concise for us to work with. Cooper explains that detail is very important in a performance review.
 - Mulvehill reminds us that we agreed that we would have a formal review at two years and an informal review every one year. First we need to decide where we are in that cycle: are we in the stage of the informal review or the formal review?
 - McMurrich suggests that perhaps the informal review at this point makes sense because some goal setting can be put forth with flexibility; and then next year we can do a formal evaluation and have the opportunity to formally review
 - Trustees agree we will meet after the October meeting to discuss this informal evaluation.

-Board Organization:

- O'Reilly shares that she's done some research in the handbook and proposes that there would be a vice chair: who could run the meeting if the chair has to be absent. Vice-chair would step in and we would know ahead of time.

- The other difficult thing is building issues: all the systems, and what the state of repairs is, etc. This seems like a committee job: to identify what those things are and determine what state we are in. Makes connection: if this were our house, we'd want to keep track of these things. Create a list of all the repair and maintenance companies so that if something breaks we know immediately who to call.
 - Nevins suggests we also keep a calendar list of when routine maintenance things are due to happen. EG when does the furnace get cleaned?
 - Also asks when do we call upon the town for backup and support?
 - Mulvehill suggests that Phil Dowling has often taken responsibility: we could ask him. Also these companies serve town buildings.
 - Schwelm suggests that the town must have a list of things as some maintenance happens without her arranging it.
 - We could also ask Maureen Dempsey
 - Schwelm will ask Phil, Maureen and Cheryl if we have routine maintenance scheduled and is there a list of contractors that we use for repairs and maintenance. Is it Schwelm's responsibility to arrange maintenance or the towns?
 - Nevins agrees to contact Maureen and be in touch with Schwelm.
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- Soft re-opening update: it went very well and the system worked well, they will return to that system when appropriate.
 - Concerned about whether we should re-open in two weeks: it would be confusing to re-open and close over and over again.
 - Trustees approve of Schwelm's decision to close; hope that community could shift their thinking to have our baseline be curbside, and have browsing be available when it's possible.
 - Cooper is concerned about how much work it is to go back and forth between systems.
 - Schwelm suggests that things will have to change when the weather changes anyway. May need to do deliveries to seniors. Conversation ensues about how to safely pass off books in colder weather.
 - Resident submitted letter: learned that an herbicide was being used on the lawn. Sustainability policy says we should not be using anything that's toxic. Schwelm spoke to Steve and he's always used them. Schwelm says that is we were to go organic it would cost 60% more. If we were to say no thank you to pesticides that would mean that we would be paying him less.
 - Trustees do not require a "lawn" and would like to stay true to our policy.
 - Schwelm suggest we should try to find other things to ask Steve to do (perhaps mulch?) so that we are paying him the same amount. Mulvehill agrees; states this is good practice in pandemic times.
 - O'Reilly suggests perhaps using organic fertilizer would be more expensive but perhaps we would break even on the budget. Also wonders if they are using the same equipment for chemicals and organics.
 - Trustees believe that Tom Martin does the mulching and Steve Holt has never been responsible for mulching. .
 - O'Reilly will write to the resident: thank you for bringing it to our attention; we've checked our policy and we are going to come to a solution that is consistent with that policy.

Any other business: no

Next meeting: October 8th.

Motion to Adjourn at 8:27: Roll call: accepted by all; abstained by McMurrich.