

Westhampton Public Library Board of Trustees

September 13, 2022 at 6:00 P.M.

Community Room, Westhampton Public Library

Present: Anne Marie O'Reilly, Meaghan Schwelm, Angela Griefen, Deb Smith, Caralyn Whipple, Carol McMurrich (taking minutes) Debbie Estelle (via Zoom). Also present: Friends of the Library member Sue O'Rourke

1. **Call to Order** at 6:05 PM
2. **Minutes from last meeting** approved unanimously with one abstention (Carol McMurrich was not present at the last meeting)
3. **Treasurer's Report:** Library Building account- \$3594.48; State Aid: \$1462.57; Deferred town monies- \$100,820; Gift Account- \$22,243.38.
4. **Director's Report** as written. Schwelm sets goal to have Strategic Plan written by the end of October. Does not plan to submit any MCLB grants as their management is cumbersome and time consuming.
 - a. New library assistant is Margaret Butterfield who will work 2 Saturdays per month, 2 Wednesdays and also every Thursday evening.
 - b. We have State Aid money to spend—an excess of \$1462.57 of unrestricted funds.
 - Schwelm suggests that we use this funding to offer an honorarium to Ruth Tracy, who has offered to do film programming – both 2 outdoor movie nights and indoor films with discussions at the library.
 - Friends have offered to pay for a screening license so that we can show films.
 - Trustees agree that Tracy should be paid and suggest \$100 per event. Extra funds can be used for refreshments at the events.
 - Whipple suggests some money could be put towards the fall festival? To put towards getting kids involved in the library since the WES library is closed?
 - i. Schwelm explains that library will be open and we don't need a budget for flyers, we could advertise that kids could get a library card.
 - ii. Suggestion of perhaps offering book bags to kids who get a new card.
 - Trustees put this to vote: moved by McMurrich, seconded by Whipple, unanimously approved with one abstention (Debbie Estelle is related to the Tracy's)
 - c. Tom Martin will visit next month to talk about landscaping
 - d. Reminder: the Library will be closed the Monday after Fall Festival to make up for the extra day of being open on Sunday October 16th.

- e. Try-brary policy: includes telescope, ukulele etc. Friends are expected to add some things that are potentially dangerous to use. Other libraries have developed safety policies, and Schwelm intends to create a policy which trustees can review at the next meeting.
- f. Schwelm would like to consider changing restroom signage to “All Gendered Restrooms” Will bring signage to the next meeting for trustees to review.

5. Friends Report:

- Friends are supporting us with the film license.
- Morley Cleary is loaning us the outdoor movie night equipment.
- Schwelm informs us that we are entitled to charge for refreshments up until the cost of the film license (\$465).
- O'Rourke adds that passing the jar this summer at the concerts raised over \$1,000.
- Friends have also bought items for the try-brary.
- Also looking for an awning for the back deck, which is underutilized due to how exposed it is. May do a retractable awning or a sail-style awning.
- Tabled the discussion about Friends bylaws.
- Spent most of the time on Fall Festival. Trustees are welcome to drop off individual bags of chips or cans of seltzer at the library.

6. Old Business

- a. Finalize Collection Development Policy:
 - Basically finished—needs a service population statement, which Schwelm will pull from the Strategic Planning introduction.
 - O'Reilly made a small change, moving one statement to another section
 - Final version will be ready for voting next month

7. New Business

- a. Consider formation of subcommittee to review and identify policies in need of update.
 - a. First goal: to figure out what policies need to be rewritten or reviewed. Schwelm has an idea of which ones need work.
 - i. Some of them (such as sustainable cleaning products) are complicated to get through but were written to be consistent with our LEED certification. They are not fully accessible but may not be easily changed.
 - ii. Deb Estelle asks about the specific guidelines about that certification: Schwelm did find it online and will share the digital file with trustees. Estelle asks if there are templates for policies – Schwelm says the LIB guides on the MLS website because they have PDFs of sample policies for any given topic

- b. Schwelm will review the policies and make a list of the ones that are higher priority and bring to the next meeting. Trustees can then divide and review the policies over the next six months.

b. Open Meeting Law update: O'Reilly had shared email from town – everyone should review and be familiar.

- 8. Any other business to come before the meeting not anticipated at time of posting: none

Next Meeting: 10/11/22

Adjourn: Moved by McMurrich, seconded by Smith, unanimously approved. Adjourned at 6:56.

Submitted: by Carol McMurrich