

## **Meeting of Westhampton Public Library Board of Trustees**

Thursday, October 11, 2022 at 6:00 P.M.

Community Room, Westhampton Public Library

**Present:** Anne Marie O'Reilly (taking minutes), Angela Griefen, Caralyn Whipple, Debbie Estelle, Meaghan Schwelm

**Absent:** Carol McMurrich, Deb Smith

**Call to Order:** 7:04

**Minutes from last meeting** approved unanimously.

**Treasurer's Report:** Library Building Account - \$3,594.48; State Aid - \$1,462.57; Differed town monies - \$92,116.15; Gift Account - \$22,285.38

**Director's Report** as written. Meaghan commented on lower circulation compared to same time last year. Last year's numbers were slightly higher than usual and she is not concerned over a one-month dip in circulation. The board considered various options for library closings in observance of Christmas and New Year's. It was decided to close the day after Christmas in observance of Christmas and to close of New Year's Eve in observance of New Year's Day.

**Friend's Report:** The Friends have not met since our last meeting. They have been busy working on planning for the Fall Festival. A handmade stained glass panel has been donated to the Friends, which will be raffled. The panel will

displayed and raffle tickets will be made available at the Fall Festival.

**Old Business:** Meaghan presented sample designs for new “All Gender Restroom” signs. She will research finding something similar to the restroom sign in the Community Room with a color that will blend with the walls.

The Trustees agreed on a basic plan for updating the Library Policy Manual. Meaghan will identify policies that she thinks need to be reviewed, one at a time. The board will work together on each policy using the Mass. Library System web guide as a resource. We will review and research updates outside of our meeting, then discuss and make changes together during meeting times.

**New Business:** The Trustees discussed whether we should make any changes to our current Masking Policy. Meaghan shared that all area libraries are currently stating either that “masks are recommended” or “masks are appreciated”. Our current signage states that masks are recommended at the Library as well as in All Buildings in Town. We will continue to recommend masks. Meaghan will check with the town to see if masks are still recommended in other town buildings. She will change our sign and remove reference to other town buildings if necessary.

We did not discuss landscaping needs. Tom Martin had planned to meet with us, but was unable to attend. We did discuss the library’s reliance on the same group of people to volunteer for extra jobs and expertise. Specific needs that were mentioned related to landscaping and painting; but the overall focus of the discussion was the need to develop a

combined approach of financial support from the town and volunteer support.

**Any other business to come before the meeting not anticipated at time of posting:** The trustees also discussed the need to have a back-up plan in place if Meaghan needs to be away from the library for a week or two and is unavailable to submit warrants to the Town Treasurer. While we have a process in place for hiring a substitute director for planned absences, we need a plan for unanticipated absences. It was suggested that a trustee should be trained by Meaghan to prepare and submit payroll. We will continue the discussion at our next meeting when the full board is present. We also considered the possibility of developing a list of short-term, short notice substitutes. We will continue that discussion at our next meeting as well.

**Next Meeting:** 11/8/2022

**Adjourn:** 6:45

**Submitted by:** Anne Marie O'Reilly