

Westhampton Public Library Board of Trustees  
Date: December 12, 2023  
Time: 6:00 pm  
Community Room Westhampton Public Library  
In-Person and Virtual Meeting

Present: Meaghan Schwelm, Anne Marie O'Reilly, Angela Griefen, Caralyn Whipple, Jackie Brodeur, Deb Smith  
Absent: Deb Estelle

Call to Order 6:04pm  
Minutes from Last meeting: Approved

**Treasurer's Report:**

Account Balances:

Building - \$3,594.48

State Aid – \$41,961.84

Deferred Town Monies - \$76,241.26

Gifts - \$19,304.45

1. **Director's Report:** Meaghan shared statistics for November:  
13 Children's programs with 68 attending  
20 adult programs with 90 attending  
1 teen program with 9 attending  
0 general audience programs with 0 attending  
66.5 volunteer hours  
Circulations 1,657 (in November 2022 – 1,938  
E-book circulations 364 (in November 2022- 392)
2. **Friend's Report:** Friends did not meet.  
However, related to Friends- accessibility committee for Library outdoor space will meet Wednesday, December 13, with the landscape designer from the Conway School of Design to go over his proposal. Meaghan will sit in on the meeting. This is a long -range project with many phases. Final plan will involve Trustee and Town approval.
3. **Old Business:**  
Budget Prep:
  1. Library salaries are now listed on a separate spread sheet from the Library budget, which will require two separate votes to approve at Town Meeting.
  2. Budget line for utilities is recommended to increase by 5%, but telephone to remain the same as last year as well as landscaping costs.
  3. ARPA funds can possibly be used to acquire new computers and perhaps a laptop and might also be used to repair the roof. Doug is looking into it.

4. It was suggested to add Technology to the Equipment line in the budget.
5. Salary line: We will be asking for a 3.5% for staff salaries (except for Jared, since the town determines his salary). 3.5% increase is in line with other town employee increases.
6. Meaghan will speak to Margaret about possibly increasing her hours up to 14 hours a week. She currently works 7 hours a week. A survey of local libraries who hire sub-librarians shows this position to be 14 or more hour per week . This increase in hours would increase the Library's total budget. On the other hand, the Library uses many volunteers who are essential to running the Library efficiently. Sometimes volunteers are not available and there is no one to fill the gap. Increasing the sub-librarian hours would make her more available when needed.

#### Outdoor Use Policy

Doug suggested that the town lawyers review all current library policies, we don't know the exact cost involved. Final approval of Outdoor Policy is tabled until all members are present.

#### **New Business**

1. Tree replacement- The Friends want to replace the tree in front of the Library and replant a new one in honor of Barbara Pelissier, who is stepping down from the Friends after many years. They plan to plant a Service Berry. If a plaque or sign is requested, a further discussion would be involved.
2. Donated Painting by Norman Smith was approved and accepted
3. Anonymous Gift bequeathed to the Library – After some research by Meaghan, Jackie Brodeur will contact an investment firm in Worcester, Bartholomew & Co. Inc., who specialize in working with libraries and non-profits. They may be able to advise us if we can invest the gift and collect interest. The library might need 501c3 status in order to do this.
4. Occasional Interim Meetings Occasionally issues arise that need to be dealt with between Trustee monthly meetings, i.e., roof leaks, and other time sensitive issues. It would be advantageous to have the ability to meet, perhaps on Zoom, at these times. We have to post a Trustee meeting agenda 48 hours before we meet. Trustees agreed and approve the idea.

Meeting Adjourned: 7:34pm  
Next Meeting: January 9, 2024  
Submitted By: Angela Griefen