

**Meeting of the Westhampton Public Library Board of Trustees**  
Thursday, June 10 2021 at 7 pm in the Library Community Room

**Present at the meeting:** Anne Marie O'Reilly, Brian Mulvehill, Angela Griefen, Mikki Nevins, Caralyn Whipple here via zoom, and guests Morley Cleary, Steve Holt, and Janice Tracey.

**Call to Order:** 7:08 pm

**Item 1: Guest Morley Cleary to speak regarding Fall Festival**

- Last month Cleary went to Selectboard who generally feels that they would support the board of health's position. The BOH subsequently said they would like to see how things develop and would like to see a modified version of the typical Fall Festival. Food will have to be done differently, will meet with Mark Bushey to get the BOH food permit.
- Here to get the board's thoughts on proceeding with the event: Nevins is in favor of it. McMurrich seconds it. O'Reilly points out that the community room can be used. Angela agrees it can be managed. **Consensus: board feels like it can be done.** We will wait until closer to the date to determine what accommodations need to be made.
- Guest Janice Tracey is here to listen to the conversation regarding the Fall Festival, adds that the original Fall Festival was up in the yard with house tours and activities. One original goal was that people could come and not spend a lot of money. Suggests that if we have food trucks it will be much pricier.

**Item #2 Guest Steve Holt:**

Wants to make sure that Trustees know that Wayne Cernak mows the whole bottom lawn- suggests that trustees should send a thank you note once a year. ***McMurrich will send him a thank you note.***

**Item #3 Minutes from the last meeting:** meeting minutes cannot be approved. Two existing members were absent, and two members have changed over (Celeste Whiting and Lynn Cooper were replaced by Angela Griefen and Caralyn Whipple)

**Item #4 Treasurer's Report:** Library Building Account: \$3,594.48; State Aid Account: \$2,047.17; Deferred Town Monies: \$10,857.79. Library Gift Account: \$21,540.08. Nevins would like to define deferred town monies: which is our approved operating budget, so for example this month the \$10,857 is what we have remaining in this fiscal year. If there are remaining dollars at the close of the fiscal year they are returned to the town.

**Item #5 Director's Report:** As written, and Schwelm notes:

- 45 people in attendance at outdoor playgroup!
- Circulation is about right at the average for monthly borrowing- so we are back in business!
- Re: excessive freight charges from A.L. Leonard: Schwelm was ordering steel landscaping edging. It's a specialty material. Tom Martin recommended A.M. Leonard as a place to order landscaping edging. The edging was \$400 and the stakes were a little more, plus a long hose, so total of \$450 with a \$244 freight shipping charge. But, gave us an \$81 discount to offset that. Total \$160 shipping. This is not a material you can get locally. Schwelm states that landscaping and gardening materials are both extremely expensive and also not available. We have a \$1000 landscaping budget line that we have not touched, so Schwelm went ahead and ordered it. Now there is the concern that the accountant may not pay it.
  - o Mulvehill asks what is the grounds for refusing to pay? Is he working off a statute that says, if something is in excess of xxx you are not allowed to pay for it?
  - o Whipple suggests that we determine how much the freight weighs to make the argument that it requires a great expense.
  - o Mulvehill suggests perhaps the accountant is simply waving a red flag indicating that trustees should not make a habit of it.
  - o McMurrich suggests we defer further conversation until we see if the accountant accepts the bill
  - o Mulvehill says if for any reason he rejects it we meet to understand what we need to do next time.
- We have extra funds left in the budget. Schwelm has purchased \$1400 worth of e-books, and she has begun the process of joining Kanopy (film streaming service accessible with your library card). This costs \$700-1000 per year. It's invoiced monthly.
  - o Nevins asks if we can track how many people use the service so we can see if people are using it: yes, we can. In the past Schwelm has directed people to Forbes.
- Whipple suggests new books on CD- that might be a good way to spend down collection budget.
- Donations and gifts policy includes gifts of plants: have been suggestions of donations of plants for the pollinator garden. In the past invasive species have been introduced to the library; so Schwelm would like to ask people to fill out a form to formally donate to the library.
- Grown in Westhampton would like to start using the community room again. Seems fine since other smaller groups are allowed to come in to use Judd and CR. Because it's vaccinated adults they can make the call if they want to wear masks sitting at the table; trustees approve this decision.
- Regarding the concert: attendees can bring lunches and eat snack.
- Ella Cleary wants to make benches for the library, suggested 10-20 but we'd have to store most because we can't have so many out on the lawn. Whipple suggests that maybe she could scatter them around town if we couldn't use all of them here.

- Suggestion made that we make some sort of a plan for maintenance. We should follow through on the weather-proof plan

**Item #6 Friends Report:** no report, but Schwelm will urge them to begin meeting again.

**Item #7 New Business:**

**-Board Reorganization:** Officer positions: O'Reilly will continue on as chair, McMurrich will continue on as Secretary, Angela Griefen will take the role as Treasurer. Position of Vice-Chair will be filled by Nevins.

**- Schedule of the Library:** Schwelm proposes returning to regular hours. Trustees agree. Will return to those hours next week.

**-Mask guidelines:** state has lifted the mask mandate except for those who "serve vulnerable populations". Local libraries are still requiring masks. Trustees strongly support the continued use of masks in the library. KP Law (town lawyers) submitted something "continued application and enforcements of such orders might be difficult to attend absent specific health conditions". Language Schwelm uses: the library requests that all visitors wear masks. If anyone asks: vulnerable populations (children and elderly volunteers) and also because schools are still requiring it.

**Item #9: Old Business**

**-Capital Improvement Planning Committee:** they were established by a bylaw and set out steps you must take in order for them to take on your project. It must have a useful life of at least 5 years, cost over 10k, and they have a form that they must receive by December 1<sup>st</sup> and they have a process they go through to get it on Town Meeting. Nevins will ask her acquaintance on the committee to get the form.

**- Follow up on Director's Evaluation** which will happen in August: we had all talked about coming up with a format for the evaluation. O'Reilly looked in the big binder at suggestions for doing that; one of the things they said evaluations can be based on details of the job description, carrying out the goals of the library, and carrying out any personal goals that the director has. O'Reilly got out the job description and the Strategic Plan and has created this list of duties/goals: a committee can come together and make actual question/specifcs/details. Going forward into the new year, we can ask Schwelm to set personal goals.

-Also: the question of whether the trustees want to set goals for ourselves.

**Item # 10: Any other business not anticipated:**

- Regarding open meeting law: beginning June 15 we must have in-person meetings with at least a quorum of the board in-person. So, at least 4 of us in person. Offering hybrid meetings is tricky because if the technology doesn't work, unless you state in your meeting announcement that the meeting continues no matter what, if the

technology stops the meeting has to stop. (Schwelm will forward the document about transitions from KP Law)

**Date for next meeting:** Thursday, July 8<sup>th</sup> at 7 pm

**Adjourn the meeting:** 8:32 pm.