

**Westhampton Public Library Board of Trustees**  
**December 13, 2022**

1. Call to Order 6:03

2. Minutes from last meeting moved, seconded and unanimously approved.

3. Treasurer's Report Library Building Fund State Aid 1,352.50; DTM 75,496.93 Gifts 22,285.38

4. Director's Report

- Issue of COVID policy – at current it is too restrictive, asking employees to quarantine for 5 days with a known contact. Trustees will all take a look at it before January so we can determine if/how we want to modify our policy. Meaghan will not be working on this because it is budget season.

- Will make a small purchase: a webcam that is different from the meeting owl, and external microphone and camera you can plug into a laptop so you can direct the camera/microphone at what you want the people to see/hear. It will be \$75 so well within our budget

- Restroom sign update: Cannot do a custom order for two signs. Preference is for the toilet symbol because you're not getting into anything gender specific. If we go that route the colors won't exactly match but the signs will be in the tiny restroom ante-room – green with white text. Signs are only \$20.

- Came up during Strategic Planning Committee meeting: an after school homework help program. Both Dean Bates and Andrea Belanger are excited about helping this program to happen. Academic Society kids can become homework help mentors for children at the Library. Still TBD what day will work (likely Monday or Wednesday) and Dean is working on speaking to students that might be interested in the program. Hoping to get program running in January.

5. Friends Report – no friends report

6. Old Business

- a. Planning for future maintenance – Meaghan spoke of other facilities having “building books” which is essentially a binder with all essential information about the building as well as a maintenance schedule. Will begin to put together.

- b. “Trybrary” policy update- tabled for next time – will work on language regarding renewals

7. New Business

- a. Budget preparation Budget Preparation

Discussion about determining salary increases for Director and library staff. The trustees want to ensure that salaries are comparable to those of other towns in the area with libraries of the same size. Other factors were suggested for consideration, such as the percentage of the town's

operating budget that is attributed to the library's budget and how library salaries compare to those of other town employees with jobs of comparable responsibility.

The budget will be finalized at our next meeting on 1/10/23.

- a. Request for physical memorial in the library yard

The family of John Clapp has inquired about installing a bench in John Clapp's memory in the library yard. While the trustees want to support the family's request, concerns were raised about setting precedent and maintenance. An alternative idea that Meaghan suggested would be creating a shelf in the library to hold books related to local history in memory of John Clapp. There was also a discussion about creating a memorial garden on the grounds that could be available to other people in town who wish to memorialize town residents

- b. Request for physical memorial in library yard -
- c. Strategic Action Plan for FY23 – tabled until January meeting

8. Any other business to come before the meeting not anticipated at time of posting.

Next Meeting: 1/10/23

Adjourn