

Westhampton Public Library Board of Trustees;
February 13, 2024;6:00 P.M.
Virtual Meeting *

Trustees Present: Anne Marie O'Reilly, Angela Griefen, Caralyn Whipple, Jacquelin Brodeur, Deb Estelle, Deb Smith – joined @6:13pm

Agenda

1. Call to Order 6:04PM
2. Minutes from last 2 meetings, 1.9.24 & 1.16.24: Accepted as presented
3. Treasurer's Report: Accepted as presented
 - Account Balances:
 - Building - \$3,594.48
 - State Aid - \$4,895.76
 - Deferred Town Monies - \$52,586.25
 - Gifts - \$20,379.45
4. Director's Report: Accepted as presented
January Statistics
 - 12 children's programs with 73 attending
 - 24 adult programs with 160 attending
 - 1 teen programs with 4 attending
 - 1 general audience programs with 8 attending
 - 60.5 volunteer hours
 - Circulations 1,666 (in January 2023 - 1,784)
 - Ebook circulations 448 (in January 2023 - 451)

Planning for April PLA Conference – Meaghan will be out of town from Tuesday, April 2nd to Sunday, April 7th. Discussion about making

sure the Warrant will be signed and submitted while Meaghan is away. Deb Estelle and Angela Griefen agreed to be responsible. Meaghan will see if it is required that the individual signing the Warrant and the individual presenting the Warrant must be 2 distinct individuals or if one person can do both.

The budget has \$700 allocated for Professional Development. This might need to be increased in the future. Meaghan has been granted a scholarship to attend the April conference that will cover all costs associated with the conference except for the membership fee. This fee was paid from the Professional Development funds.

5. Friends Report:

- a. The Town Directory is complete and at the printers.
- b. The Friends received a gift from the solar farm which they used to install lighting in the back yard and to get an ADA level feasibility study by The Conway School completed regarding improving the accessibility of the grounds. After those two expenses the Friends had some remaining funds which they are using to have hand railings built for the steps leading to the back yard from the parking lot. The labor for the fabrication of these railings was a donation and the Friends covered the cost of materials.

The Conway School has completed the feasibility study and has presented to the Friends. The next step is to have the proposed design reviewed by a landscape architect and engineer. If the plan is ADA compliant then an ADA grant can be applied for to cover the costs of construction.

- c. Mary Cleary will design the Friends Annual Appeal and Newsletter.

6. Old Business:

- a. Finance Committee Budget Hearing: Any Trustee is invited to attend. Anne Marie and Meaghan will attend. Meaghan will see if it's possible to join by Zoom. The date and time for this meeting is Wednesday, March 13, 2024 @7pm.

7. New Business:

- a. Snow closing policy: Currently there is nothing specific in the Library Closure Policy regarding weather related closures. Discussion was held around a variety of possibilities to amend the policy. It was decided that given the Libraries hours on weekends and in the evening it was not really feasible to follow school or town office closures. The Trustees felt that Meaghan, as the Director, could consult with the Highway Department and then make an independent decision, using her discretion and judgement.
- b. Policy about filming at library; Discussion was had about the emerging trend of people coming to libraries and filming what is being called a "1st Amendment Audit". Meaghan has attended a training on this topic and will send the Trustees a link so they can view it. Discussion was had about whether or not to create a separate policy regarding filming in the library. There have been occasions when filming has been done in the library in conjunction with a program. However, in the interest of protecting patrons' privacy and safety it was decided that some limits needed to be in place regarding filming in the library. Since we do have a Patron Behavior Policy it was decided to add to this existing policy and describe what is the procedure for being allowed to film in the library. It was concluded that this should

include certain limits regarding making an appointment to film, define where filming is allowed, and that prior notice would be given to patrons. Additionally, it was decided that only paid staff should deal with individuals requesting permission to film and that all staff should receive training on how to handle these requests, should they arise. Volunteer staff should also know that they should defer these requests to paid staff.

Anne Marie will draft language for inclusion in the current Patron Behavior Policy.

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

Adjourn 7:08 PM

Submitted By: Deb Estelle

Next Meeting: 3/11/24 @6pm