

# Westhampton Public Library Board of Trustees

May 9, 2023 at 6:00 P.M.

## Community Room Westhampton Public Library

Present: Anne Marie O'Reilly, Angela Griefen, Deb Estelle, Deb Smith, Caralyn Whipple, Carol McMurrich (taking minutes) and Meaghan Schwelm

1. **Call to Order:** at 6:06 pm
2. **Minutes from last meeting:** moved, seconded and approved by roll call with Estelle, Smith, O'Reilly and Griefen approving and Whipple and McMurrich abstaining (both were not present at April meeting)
3. **Treasurer's Report:** *Library Building Account* has 3,594.48; *State Aid* is at 6,700.84; *Deferred Town Monies* is at 24,611.31; the *Library Gift Account* is at 22,140.38
4. **Director's Report:** as submitted, and:
  - a. Discussion of incident report: Meaghan will look into de-escalation training for staff.
  - b. Young volunteer request: trustees discussed the need for a policy indicating that volunteers be a minimum of 14 years old. Suggestion was made that we look into whether there are liability issues having younger volunteers.
    - i. Trustees agreed that in this instance Meaghan could assign this child small tasks *only* if she is directly

supervised by her father (who normally accompanies her to the library)

- c. Professional Development opportunity with the Mass Libraries Intellectual Freedom Committee—a very timely training and trustees approved the proposal that Meaghan use funds from the library gifts account to purchase lunch for the attendees. O'Reilly and Meaghan will organize later this week.

- 5. **Friends Report:** There was no Friends meeting, but Schwelm notes that the flyer / report did get sent out and the memberships are streaming in.

## 6. Old Business

- a. Public Programs Policy Finalization:
  - a. Closely modeled on collections development policy
    - i. Will add to policy that “any submitted statements of concern will be reviewed at the next trustee meeting”
  - b. Policy was moved, seconded, and unanimously approved by roll call vote.
- b. Director's Annual Review (Discussion took place at the end of the meeting, once other business was completed).
  - a. Trustees are overwhelmed with deep appreciation, trust in, and gratitude for Meaghan Schwelm! We are beyond lucky to have her.
  - b. Trustees ONLY concern is that Schwelm works too hard
    - i. Specific comments/content of annual review will be submitted to Schwelm at the next meeting

## **7. New Business**

- a. Gearing up for Pride month- trustees ask if Meaghan anticipates any push back on the topics covered.
  - i. Only item that may be controversial is the “Drag Program” which is led by Rowley Public Library and funded by a private donation.
    - 1. Rowley has already published a list of commonly asked questions and talking points so Schwelm feels prepared.

**Next Meeting:** 6/13/23

**Adjourn:** 7:18 pm .

**Submitted:** by Carol McMurrich