

Meeting of the Westhampton Public Library Board of Trustees
in person at the Westhampton Public Library and on Zoom
June 14, 2022

Present: Meaghan Schwelm, Anne Marie O'Reilly, Carolyn Whipple, Debra Smith, Deb Estelle, Angela Griefen.

Absent, Carol McMurrich

Meeting call to order 6:06 pm

New Board Members, Debra Smith and Deb Estelle were welcomed and introduced to the existing board members

Minutes from last meetings:

We have not received minutes from the April meeting. Anne Marie will resend minutes from May meeting. We will approve minutes from this meeting, May and April at the next meeting in July.

Treasures Report

Account Balances:

Building - \$3,594.48

State Aid - \$2,829.76

Deferred Town Monies - \$13,532.31

Gifts - \$22,265.38

The Library is in good fiscal shape. Will have \$3,000 to \$4,000 to turn over to the town at end of fiscal year. If budgeted money is not spent it goes back to the town.

The trend in town is to send money back we don't spend as do all the other town departments.

Board reorganization:

It is the custom of the Board at the beginning of the new fiscal year to reorganize Board positions. Since Carol McMurrich is not here, we will wait until the next meeting to ask her if she wants to still be secretary. Anne Marie is willing to stay on as chair for another year. Debra Smith agreed to be Co-chair. Angela Griefen will stay on as Treasure. Angela Griefen agreed to be available to sign warrants.

Director's Report:

Statistics for May 2022:

- 4 story times with Emily with 18 attending
- 3 playgroups with Andy with 11 attending

- 13 in-person adult programs with 107 attending
- 72.5 volunteer hours
- Circulations 1,771 (1,874 in May 2022)
- 122 in-person browsing hours

Refreshments at in-person events, how should we handle it. No mandate from the BOH only recommendations. Agreed we feel more comfortable with people eating outside. We can use the front porch, back deck, or pop-up tent. Consider pre-packaged food or potluck style.

New position job description. Meaghan would like to hire someone to start in September. A discussion and agreement on title of new position, specific wording of job description to include all facets of the position important to Meaghan, including, physical demands, experience, hours, and salary details. Meaghan hopes this position can be expanded at some point in the future. The position will be advertised on the Mass Board of Library Commissioners, as well as on the town website and social media. Meaghan will also talk with other local Librarians.

The first round of our statistical reporting to the state for certification and state aid starts July 1. We have to fill a minimum set of requirements. Meaghan will be working on collection data.

Our 5-year Strategic plan also due in October to the Mass Board of Libraries. The Board will have to discuss in the next few months.

Brief Review of Strategic plan survey:

We received 90 responses from the planning survey

Most responses were from people who live in Westhampton, are library patrons, and are over the age of 50. These are all consistent with the last survey done 5 years ago.

Library Usage stayed about the same for the most part. Pandemic played a part.

Long list of reasons why people use the library, print collection, friendly welcoming staff, inter library loans.

Reasons to not use the library, hours are not convenient

There were great ideas for new programs

Wow Library newsletter very popular.

Expanding the Trybrary was also popular with some good suggestions.

The Bell Tower was the way most heard about Library programs.

Very positive feedback about how the Library excels.

We are making a lot of people happy.

Some other comments:

Important that the collection is inclusive and represent different values. Reintroduce more children programs for the fall. Many we put on hold during the pandemic.

Others wanted more regular weekly programs.

Outdoor yard space more ease for the elderly and those with disabilities.

Library is the center of the community.

Meaghan will be reworking the library mission statement, which has not been updated in 10 years. Many good suggestions came out of the strategic planning meetings.

Meaghan will share with the Board a draft of our new mission statement and results from survey, and our last 5 year strategic plan via email. The Mission statement is a good place to start writing goals for the next 5-year strategic plan. Board members can think about goals and bring it to the next meeting. Meghan will present a draft of the mission statement at next meeting.

Friends Report.

Friends did not meet this month. Annual appeal going well. Good support for the Trybary.

Old Business

Library Policy for Collection of materials. Will review at next meeting. Anne Marie is working on a draft.

Next meeting Tuesday, July 12

Meeting Adjourned: 7:26