

*Meeting of the Westhampton Public Library Board of Trustees
Thursday, September 13, 2018
1 North Road, Westhampton*

In attendance: Carol McMurrich (taking minutes), Lynn Cooper, Anne Marie Reilly, Celeste Whiting, Lynn Blair, Brian Mulvehill.

Call to order 5:06 PM

Minutes from the July 26 meeting accepted unanimously. No discussion or clarification.

Treasurer's Report: Current status of accounts are as follows: *Gift account* \$22,908.61; *Library Building* \$5489.48; *State Aid* still at 0 (funds will likely come early 2019), *Deferred Town Monies* \$71,971.56, *Total* \$100,369.65.

Director's Report: as written, and:

- Update: window has been repaired
- Internet services fee may go up for next year, but we will not have to pay for the equipment next year so the overall bill will be lower. Money for the C/W MARS this year came out of the equipment budget line. So we have a -1800 for that line item. We can choose to move funds or just let budget sit. Compared to last year at this time we are not short.
- One of the computers needs to be replaced.
- C/W MARS requires a "splash page"- Public Library Hotspot page that people have to pass through to get onto the internet.
- Trustees request that the wording be changed at the beginning to read, "Westhampton Public Library is part of the C/W MARS network, a multitype automated library consortium..." etc. Blair will make an edit and bring it back in October.
- Regarding Saturdays: Whiting asks if we have enough volunteers to continue on Saturdays or whether we need more. Blair responds that the Saturday volunteers are especially well trained, it takes more time to get them on board.
- Barbara Pelissier is hoping for a project that is a memorial for the men who died in a plane crash in the 1940's. Trustees agree unanimously that this is not Blair's job description and she should not be involved in the project.

Friends Report: Working on the Fall Festival. They are also doing winter concerts, one will be in November at the church, another in March.

Old Business:

Social Media Policy: Select Board is OK with it. Blair will rewrite (cleaning for grammar) the policy and we will approve it at the next meeting.

ARIS report of 2018 Data: Will address in the Staffing section.

New Business

1. Money returned to town: \$3397.10. There were \$500 from payroll from Hilary's unpaid vacations, and then little things here and there- such as heating oil, substitute staff line item. No big chunks.
2. Email address is established: westhamptontrustees@gmail.com . Will be main address of communication for the chair. This will keep all of our emails in the same place.
3. Internet Upgrade: covered in Director's Report.
4. Staffing → Following up on conversation of having increased staffing. Either having Sara come on full time, etc. We are a central town fixture. Mulvehill asks us to make a rock-solid case, with numbers, to support increased staffing. Sees the ARIS report: for example, compare 2017 to 2018 and then suggest where that's going to go for 2019. Whiting suggests also doing a valuation of volunteer hours and expertise. 459.5 hours volunteers, valued at \$12 per hour. \$5514 was the value of the volunteer hours for the last fiscal year.

Conversation ensues regarding possible structures for increased hours: for Lynn, for Sara, and for building the argument that the library needs sustainable positions. In other departments "you get what you need". Educating people exactly what the jobs are: much beyond just being present when patrons are here.

Action steps: Blair demonstrates growth in need. Build up a narrative and try to get finance committee on board. They will have a fiscal rationale. Same narrative if need be at Town Meeting. "This is what the library gives to the town".

Would it help to do mock-ups of different staffing situations, with and without volunteers? Blair has a sense of comparable libraries to us, she can get a feel of their staffing.

5. Lynn's annual review: Full review every 2 years, and then touch-base every other year. How are you being supported, where do you need support, what are the goals. We can talk as trustees going towards spring whether the chair will conduct that check-in or whether we put together a small committee. Blair is comfortable having it at a meeting if we so choose.

Other Business:

On call: Now that Lynn has moved to Westfield. If requests for after-hours programs come in, if something happens trustees can be on-call. Typically, something happens 1-2 times a year. Blair will have a list of things that might happen/ what to do. Blair can just call trustees as-needed when an event is coming up or ask at the meeting.

Date for Next Meeting: Thursday, October 11 at 7:00 PM. Will discuss next meeting whether a 5 pm time would be preferable for the Trustees, it would certainly be preferable to Blair.

Meeting adjourned: 6:00