

Whately Library Meeting - May 10, 2022 6pm - Zoom

<https://us02web.zoom.us/j/86543875252?pwd=cXhWdWcwRk1oUVFjQmxLYU9xQS9idz09>

Start at 6:05pm

In attendance: Bob Smith, Bob Klinger, Cynthia Allen, Jim Ross, Megan West, Cyndi Steiner

April 12th Minutes - Old Business, second point - grammatical error - Cynthia emailed the same correction to Shelia so she has that information - Cynthia made motion to accept, Jim seconded - unanimously accepted

Financial Report - Jim - salary will eat most of the remaining amount - will have a slight surplus with Library Assist and fuel account - Cyndi can manually enter in any expenses past April 25th - Question about the Comcast increase - in order to be compliant with CWMARS we need to have a dedicated static line - question about the overspending of the collection - will not be zeroing it out - no dramatic changes to the special revenue account - question under lined 7 (State Aid) - why does the Director not have full control over these funds? Answer: it is good practice to have two eyes on any withdraws. There was a resolution that was passed a few years ago that requires the Director to bring any spending to the Board unless it is an emergency then one Board member could approve it

Lift Project Funding - Jim - just about complete - waiting for phone lines to go in for the alarms - need help with meeting the electrician tomorrow (they are coming from 8am to noon) - Jim has to leave by 9:30am - Bob K. will cover the rest of the time - \$471.50 change order that they pushed back on - balance of just over \$3,000 once the project is complete. Found a clause in the contract that the contractor is responsible for clean-up including dust. The clean-up is starting tomorrow. The \$6,000 bill the contractor will handle. Bob K, Bob S and Jim (lift committee) decided to provide \$2,000 towards that bill. Bob K. provided an email previous to the meeting regarding his research in regard to the cleaning. Discussion of providing these funds.

Director's Report - Cyndi - Liz Babbitt from State Aid Office in Boston has retired - Mary Rose Quinn will be our contact - Jo Comerford, MA State Senator, is coming to the library on June 29th from 5:30pm-6:30pm - Read Beyond the Beaten Path: there is a passport associated with that and those that visit our library will get a stamp, Cyndi signed up the library for this since we have a view - She also signed us up for a traveling backpack program. Brought up fixing a portion of the mortar in the new janitor closet: Bob K and Jim will look at it. Whately 250th update: Tethered Hot Air Balloon ride during the concert at the library, Caravan Kitchen will also be at the concert, no student yet for the reading of the Emancipation Proclamation - this is all on June 20th starting at 6pm - question about how many people are going to be there - library will be closed at day so no access to the facilities, Cyndi will reach out to the Whately 250th Committee about having a Port-A-Potty in the area. Questions about Jo coming - it's mainly an office hour for people to come and speak with her - her office will take care of the promotional materials. Questions about if Ashley (Library Assistant) is leaving: not leaving, just being upfront about her situation. Library is closed tomorrow for cleaning and Cyndi will be at the town offices.

Old Business - covered just about everything - ADA project is almost finished and it looks good - bathrooms should be done on Thursday and Josh will do some work while the cleaning crew is there -

Reporter from The Recorder reached out but Cyndi hasn't heard anything since the email response. Bob will check on submitting minutes to the town.

New Business - we should be OK with any financial obligations - Cyndi is working on a job description to make a 20 hour a week Library Assistant position to allow for benefits which could potentially help in retention - Cyndi will present the job description to the Board when it is ready for further discussion - question about the HR process for the this - would need to present the position description to the Personnel Committee and Cyndi is hoping for this position to go into effect during the FY24 year. Update on Cyndi's salary: although we voted to increase the amount based on the Personnel Board recommendation, Brian informed us the budget is already locked in and we are not able to do provide the raise at this time. Library Giving Day: Megan gave a brief update on her research and will send out an email with more information

Adjournment - Jim motion to adjourn, Cynthia seconded - ended at 6:51pm

Next meeting is June 14, 2022 - that is also Town Election night - decided on Wednesday June 15, 2022

MCW