

Hamilton Memorial Library
Meeting Minutes
Mon. March 21, 2022

Present:

Board members: Karen Savoy, MaryAnn Pease, Linda Koske, Jane Sutton,
Lucia Browne
New Interim Director: Judy Kelly

Secretary's Report:

Lucia read the minutes from March 15. They were accepted as written.

New Business:

MaryAnn reported that the computer system we have been under until now is called KOHA. Judy stated that most western mass libraries are connected to CW Mars and she will look into getting a quote to see what is involved in switching our library over to that system... not only financial cost but also what it would involve.

MaryAnn passed on some other information to Judy from the collection of library things at the town hall including the MLS notebook. There are still two wooden bookcases at the town hall that will need to be moved back to the library.

New contract: Karen will retype the wording of the new contract to read "up to one year" to be clear that Judy is directing temporarily until we find a permanent director. Reposting the position will happen sometime in the next 6 months or so. The town has asked that she sign a "disclosure" agreement stating she is aware of the mold situation and also that the building has residents. Judy agreed to this. She also agreed to defer any benefits she may be eligible for if she works more than 19 hours/ week.

Website: Judy knows someone (from "Rhyme" company)who can be helpful in setting up a website for our library. Instead of using facebook to post information, residents can find it at the Chester Community forum or at the new website.

Assistant: The board will advertise in Watts news and the Country Journal for 1 or 2 assistants totally 10 hours. Judy will help with the interviewing. We are looking for someone who can run the children's programming. Karen will reach out to some folks who offered to help in the library to see if anyone might be interested.

Opening!!! After much discussion, we set a “soft” opening date of Tues April 5 from 1-6 followed by an Open House to be planned at a later date. Lucia will post that news in Watts news and put an article in the Country Journal which will include the new hours....

Library Hours: Judy will call to find out what qualifies as “evening hours” but the following are tentative hours at this point:

Sat 10-3
Tues 1-6
Wed 1-6
Thurs 10-2

totally 19 hours

Top priorities for the next 2 weeks include:

1. Setting up the KOHA system so that the incoming books from the town hall can be processed.
2. Process all books and material that just came over from the town hall.
3. Environment: Judy will buy a “storytime” carpet for the children’s section and set up displays for opening.
4. Judy will contact Lori at Assessor’s office requesting 2 “tax write-off” workers to help in the library

Card Catalogs: Epi is interested in buying one. We agreed we should check first with the Historical Society to see if they want them. Karen will check with them.

The Next Meeting is planned for **Thursday March 31 at 2:00.**