

Hamilton Memorial Library
Meeting Minutes
February 16, 2023

Present: Karen Savoy, MaryAnn Pease, Linda Koske, Jane Sutton, Lucia Browne, and librarians Judy and Tammy.

Secretary's Report: The report from Jan. 10 was read. There was one amendment made to it. Under "New Business", it should read that Tammy was paid for her scholarship from the *investment account, not the donation account*. The report was then accepted.

Treasurer's Report: MaryAnn explained that she will be resigning from her position both as a trustee and as our treasurer on June 30. Linda is interested in the Treasurer's position. The first state aid payment has come in. We discussed the budget for next year: Will the MassCAT account still exist after our conversion to CWMARS? We decided to leave the account as is for next year (\$1200). The Budget total is \$51,226 (\$33,229 for Salaries and \$16,797 for Expenses). Motion was made to accept this budget..a vote was taken and the budget was accepted. Staffing hours were decided as follows: **Judy 5 hrs x \$16.75/hr, Tammy 14 hrs x \$16.00/hr, Maureen 19 hrs x \$16.00/hr.** (Actually, Judy and Tammy may share the 19 hrs some other way, not to exceed 19/wk.) MaryAnn explained the problem with the oil deliveries. The heat went out, and furnace needed servicing....the delivery company the town uses doesn't service so we hired someone else to take care of that. During renovations, we may need to replace furnace? Karen will check on that. MaryAnn will submit Tammy's receipts to the town for reimbursement from the Library budget.

Librarian's Report: Tammy presented a written report (attached) with key points and a graph showing circulation. She is working with the Chester Elementary school to increase library card distribution. Judy presented a report comparing usage of the library between Becket and Huntington. She also demonstrated the latest version of our new website. Ryhme will correct a few things but its almost ready to launch (before the next meeting!) and Tammy and Maureen will be trained by them. Conversion to CWMars is also almost ready to go. Karen and Judy have signed off on that.

Old Business: Regarding the Mold Retesting, we voted to go ahead and make an appointment with Nature's Way (the same company that tested last year). The need for consistent vacuuming was reinforced, especially in the next couple of weeks before the testing. Staffing: Judy has agreed to stay on as a "consultant" with reduced hours. Karen called Joe Sullivan regarding "Friends of the Library". The group has disbanded but they have about \$400. Tammy will use this money for programming. Hiker's Group visited the Library and the Mineral collection. There will be an article in the Country Journal about that. We hope to increase our media coverage by writing more articles. We have one opening for a new library trustee and after MaryAnn leaves, we'll have two openings. MaryAnn offered to contact "FIRE Tech" to see when they will be visiting Chester. They can inspect our fire extinguishers.

Next Meeting: Wed., March 15 at 2:00