

Hamilton Memorial Library
Meeting Minutes
Aug. 29, 2023

Present: Karen Savoy, Linda Koske, Jane Sutton, Lucia Browne, Tammy Meranda and Maureen Surriner

Secretary's Report from June 13 was read and accepted as written.

Treasurer's Report: Due to the absence of MaryAnn, Tammy presented a partial report (see attached). In the future, Tammy will oversee some accounts (salary, expense, and state) and MaryAnn will continue to monitor the Investment Account and the Donation account. The board accepted Tammy's report as written and suggested she get the balance sheets from MaryAnn prior to our meetings in the future. Linda volunteered to meet with Tammy with some accounting ideas.

Pay Raises: An email vote last month approved a pay raise for both Librarians as follows:

Maureen \$17.00/hr

Tammy \$19.00/hr

Karen proposed to give Jesse a small raise. He has a great performance review from the Librarians. The motion to increase his pay from \$15/hr to \$15.50/hr was accepted by the board.

Librarian's Report: Tammy reported that the summer program was very successful....this included a Magician opener and Nature Matters closing. Several towns joined together for some events that were held in Blandford (mermaid and whale mobile). Tammy would like to spend some time at the next meeting focusing on the ARIS report, which was just completed. MaryAnn will continue to do the state report. The student intern from Gateway has developed into a great helper and they would like to continue with her this coming school year.

Renovations: Tammy has been working with Dave Christopolis, who is head of the HCDC, toward possible improvements. She received great news that the HCDC will be funding the purchase of a new furnace for the library!! He also offered to help her with grant writing ideas.

CWMARS-"Mapping" has been finished up and sent to Evergreen. They still need to find some books. Tammy and Maureen have taken one training (How to Enter Books into CWMARS) and will be taking another (Entering Patrons).

The **Website** is up and running. Tammy is "tweaking" it. However the internet at the Library is sketchy and not consistent. There is a new tech company in town that will be looking into it.

ancestry.com We have started this new offer at our library to pull new patrons in. August was a free trial month. Both Librarians are familiar with the program. However, we need reliable internet to really use it.

The **Parking Lot** will be closed completely during renovations. Parking across the street at the old school or on School St will be possible. We talked about the dangerous crossing on Rt 20 and Tammy will mention our concerns to Dave. We may need to hold some programs at the Town Hall during this time due to parking restrictions.

Misc. All monies from the Cultural Council have been paid to the artists and performers. A motion was made and accepted to buy 4 new locks for the hallways and museum doors. Jessie will install. We also approved getting new keys from a locksmith for the dropbox and for the front door. There is suspicious activity in the Library during closed hours. In October, the MLS will offer a class online for trustees. Tammy will resend the info.

It was suggested that we invite a HCDC rep to our next board meeting to explain the changes occurring in the building during the next year of renovations. We will also put Tammy's 3 month review on the agenda for the next meeting.

Next Meeting: Tues, Oct 10 at 2:00

Respectfully Submitted,
Lucia Browne