

Hamilton Memorial Library  
Board of Trustees Public Meeting  
Chester, MA 01011

October 10, 2023 2:00PM

Present:

Trustees Karen Savoy, Mary Ann Pease, Linda Koske, Jane Sutton and  
Library Director, Tammy Merenda

Secretary's Report:

Do not have a report at this time due to Lucia's absence.

Treasurer's Report:

Tammy and Mary Ann plan to continue to meet and facilitate the transition to Tammy learning the financial duties and responsibilities of the librarian. Treasurer' Report was presented as follows:

Salary: \$25,717.33

Expenses: \$11,641.75

MassCat Automation: \$542.00

State Aid: \$18,320.57

Donations: \$11,889.12

Librarian's Report:

-Building renovations: Tammy receives weekly reports from the contractors (often with charts showing progress and what to expect next). There have been no issues since our last meeting with the contractors. Patron's safety continues to be our utmost concern. Tammy plans to move a number of Library programs to the Town Hall for the convenience and safety of our patrons during the construction.

There was discussion about potentially having "book delivery" available, especially for 'home bound' patrons. It was agreed that this needs more research and discussion.

-Website: Tammy says "All systems are a go!" She is now able to manage and post notifications/information on our website.

-Surrounding libraries report: Tammy summarized information on Blandford and Huntington libraries regarding staffing (hours and education levels), hours open. She asked for clarity on what's expected at Hamilton Memorial. The trustees exuberantly agreed that Tammy and Maureen are doing a FABULOUS job- much more than expected! Tammy is currently interviewing to hire a 5 hour "page" position for extra help especially on Wednesdays while she is in school.

CWMARS: Tammy and Maureen have two more trainings coming up. They are entering all books in Kona as well as Evergreen. Still don't know when we'll be officially "up and running".

Librarian 3 month review: Trustee's will complete an anonymous performance questionnaire to be submitted at next meeting.

It was agreed the Library will be closed on Wednesday November 22nd for the Thanksgiving holiday.

Next meeting scheduled for December 5th, 2:00pm

Submitted by Jane Sutton, Trustee

2/27/24 Lucia Brune  
Karen Savoy