

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

Date: December 10, 2024
Time: 3:00 PM
Place: Hamilton Memorial Library

MEETING MINUTES DECEMBER 10, 2024

PRESENT:

Trustees: Karen Savoy, Maryann Pease, Linda Koske, Jane Sutton. Librarian, Tammy Merenda and assistant, Maureen Suriner

SECRETARY'S REPORT:

Minutes from 10/23/24 Trustee Meeting prepared and read by trustee, Jane Sutton. Minutes were accepted and signed.

TREASURER'S REPORT:

See printed Financial Report 12/10/24. It was noted by Maryann that "Library Salaries" are "Right where we should be" and that "Library Expenses" are in "good shape".

LIBRARIAN'S REPORT:

Tammy was told all "construction" work pertaining to the library is to be completed by December 17th. They will be decommissioning the old fire system on the 17th and activating the new one. The exposed blue brick by the museum door will not be painted by workers. Perhaps we can paint that ourselves if Paul doesn't. After inspecting the museum, it was decided it doesn't need to be entirely painted at this time.

There are still several concerns involving the ongoing renovation: 1). There have been intermittent offensive odors in the Library coming from the septic system area. Charlie Kinecki, from Board of Health will come to inspect. 2). Apparently there will be no parking on School Street after construction is done. Tammy is looking into that. 3). Tammy is still waiting for a front door key for the book delivery person (they deliver before library hours).

Tammy has been working with Dave on Mondays at the Hilltown CDC on the Small and Rural Library Accessibility Grant (\$20,000 for staff training and programming). She's also looking for other available grants.

The library now has Microsoft Office installed and can now use Excel.

OLD BUSINESS:

All handicap doors are now functioning and installed properly.

The far side door was left unlocked again (handicap switches had not been disabled) and the museum door was left wide open. After reporting this, Tammy was told by Alex that he would speak to the subcontractors.

NEW BUSINESS:

Open House: It was decided to postpone at least until the New Year when hopefully the renovations in the library would truly be finished.

End of Year Bonuses: Bonuses were gifted to Rachel, Maureen, and Tammy. Tammy and Maureen were also compensated for their hours of overtime considering their many inconveniences and interruptions during renovations.

Dismissal of Board Member: Per Hamilton Memorial Library By-laws, after discussion and majority vote, trustee Chelsea Girton will be asked to resign from the board. She will be notified by letter from the board explaining the details of the decision.

NEXT MEETING:

Tuesday January 14, 2025 3:00PM

Jane Sutton, trustee
Karen Savoy, chairman