***S. WHITE DICKINSON MEMORIAL LIBRARY***

***TRUSTEES MEETING***

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**DATE:** August 9, 2022 via Zoom meeting 818 6325 5186

**TIME:** 6:00 pm

**PRESENT:** Bob Smith, Chair; Cynthia Allen, Fred Orloski, Sheila Powers, Jim Ross, Bob Klinger,

Cyndi Steiner, Director

**DOCUMENTS DISTRIBUTED BEFORE MEETING:** Agenda, Minutes from 7/13/22 Meeting,

Director’s Report, Municipal & Special Revenue budget reviews, window treatment research

**DOCUMENTS DISTRIBUTED AT MEETING**: None, remote meeting

Prior Minutes approved by all Trustees present

Financial Review

* Slight deficit ending June 30th due to maintenance (see June minutes) and Collection development

(reclassed by Accountant to State Aid)

* Need to review & discuss particular line items before next budget proposal
* Reviewed June minutes when Director taken to task for spending $150 from General Donations fund and was told it was “against the law.” (Warrant drawn, W-9 provided, check made out to performer and mailed, so Town, Accountant, Director, Selectboard and Performer all had knowledge of expenditure). Sheila pointed out State Aid and General Donations are not “Special Revenue” funds, and State Aid received as direct result of Cyndi Steiner’s certification and ongoing education requirements, so should be accessible to her, same with General Donations left to Library, of which she is department head. Jim Ross feels a Trustee should always oversee. Fred added she is our department head and as in other Town departments should not have to come to us with every single expenditure, that some leeway be afforded Director. Chair confirmed again she may call him at any time with questions. Chair will speak with Town Administrator to clarify.

Director’s Report (attached)

* Cyndi attended preplanning workshop prior to working on ARIS report for MBLC, which is requirement for State Aid funds. She noted the report was time consuming to complete as many users processing at same time meant lag time, freezes. She has finished the report as of this writing.
* Ink & Toner Solutions came to library to set up and network new computers/printers. Spent 2 ½ hours and new computers working well, patrons and staff happy with speed. Also noted staff now have video and microphones for meetings (not available prior to this).
* C/WMars offering free mentorship program for new directors and Cyndi paired with Eliza, Hatfield Library Director.
* Circulation numbers incrementally increasing and climbing back to pre-Covid levels. Chair appreciated the number of in-person visits shown in stats on Director’s report.

Old Business:

* Window treatments: Cynthia Allen did some research, also took on cleaning of Children’s wing draperies which have been rehung. Noted it would behoove us to remove bookcases from in front of windows since it is ruining collection. While windows are beautiful, they are damaging. Will rehang current drapes and Director will obtain quotes on possible other treatments. Given we budgeted nothing for new window treatment and current drapes were custom made for library and are in good shape we will use at this time.
* ADA Project issues: Director received invoice from Jones-Whitsett Architects, but was told by Jim Ross nothing is due, that this may be their internal paperwork. He will check with Aviva before next meeting. All architect fees have been exhausted (any balance moved to actual project). We are still waiting on 2nd “red box” for upstairs room as promised by Elevator rep. Chair asked Cyndi to contact him again.
* Increase in salary for Director will be on warrant should special Town meeting occur. Chair asked Cyndi to prepare numbers for Town Clerk so we know what additional cost will be.
* Fire Door in rotunda: Architect drawing approved by Building Inspector and permit granted. Supplier Greenfield Glass waiting on deposit check from Town and will manufacture and install new door slab. Estimate came in between $4200-$4300 (under the 5K received from ARPA funds). Thanks to Jim Ross for negotiating again!
* Library Associate Position: It is Director’s belief that requirements for this position be changed from BA to Associates degree as this is entry level position. She will also add that some library experience required. Trustees voted to accept amending position description for future postings.
* Challenges to Collection Choices: Upcoming webinar on August 11th specifically for handling individuals/groups who may protest books within our collection. Bob K. questioned whether we had policy in place for challenges. Our policy is adopted from MLS (as follows ALA). Director will circulate to Board. The ALA (American Library Association) has stated ‘Access to information is a 1st Amendment protected activity’ and ALA will defend that right for libraries, library workers and library users. We must be decisive and consistent in our message to challengers. (Recently in MI a library in Town was defunded because a group wanted/demanded certain books be removed, then defunded library so doors had to close). There have been incidents in MA as well. We need to have policy in place and be certain it mirrors ALA and MLS policy. Cynthia also noted from recent research that property values in Towns without libraries (within 10-mile radius) are devalued by as much as 10K so there is definite financial impact to both residents and Towns should closures occur. Current protocol for book(s) being challenged is to complete a “Request To Challenge” which is then reviewed by Director and Board and decision made to keep or discard challenged book(s). There is also specific wording to be used to de-escalate any possible situation and diffuse protesters (MLS). Per Chair we as Board will back Director’s choice to purchase any important books!

New Business:

* Knockbox for Fire/Emergency personnel: Jim was looking for approval (researched: this was voted and approved December 2019 from State Aid funds). Fred inquired about passcodes for all doors but first, in case of emergency door and power outage, Jim is unsure electronic passcode could work, and 2nd: replacing Fire Door is priority at this time. Electronic pass codes for all doors would push us into electrical upgrades which we haven’t yet discussed, or budgeted for. Jim will speak with John Hannum about obtaining one through Town since Town was installing for senior residents at no charge. Unsure if Fire Department can/will provide and what cost would be.
* Library Associate Position: Voted to appoint two candidates per Director’s recommendation as she feels this will be a strong, dynamic team and help her reach toward goal of becoming community center for the Town of Whately. Trustees unanimously approved appointment of Julie Cavacco and Kimber Sprankle as Library Associates. Both bring enthusiasm and experience to position.
* Long Range (Strategic Plan) 5-Year Plan: Current plan expires in 2023 and we need to begin draft of new plan due 2024 to MBLC. Both Bob and Cyndi already had thoughts on this, and she will begin draft of new plan.
* Maintenance Schedule Checklist to complete and add to PPO binder: please forward all thoughts/scheduling needs for maintenance issues to Chair to collate.
* Window screens for rotunda and office seem to be missing or damaged according to Matt. Jim or Bob K. will search for missing screens.
* Future meetings have been moved from 2nd Tuesday to 2nd Wednesday of month at 6:00pm for immediate future. Meetings will remain Zoom meetings, or move to hybrid should space be available at Town Offices (designated room with video/audio share for public attendees).

Adjourned 7:30 pm

Nest meeting: Wednesday, September 14, 2022 at 6:00pm via Zoom

Zoom info/access will be on circulated agenda prior to meeting