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

***TRUSTEES MEETING***

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**DATE:** Tuesday, May 11, 2021 via remote Zoom meeting 898 3704 2629

**TIME:** 6:00pm

**PRESENT:** Bob Smith, Chair; Sheila Powers, Jim Ross, Larry Ashman, Cynthia Allen,

Cyndi Steiner, Director

**ABSENT:** Megan West

**DOCUMENTS DISTRIBUTED BEFORE MEETING:** Agenda, Directors Report, Minutes of April 13th

Meeting, Municipal budget and Special revenue funds summaries, MA Guidelines for

Performance venues

**DOCUMENTS DISTRIBUTED AT MEETING**: None (remote meeting)

Prior Minutes: approved by 5 Trustees present as written

Finance Report: reviewed by Jim Ross. We have 2 months and 3 warrant periods left remaining for FY21

and a balanced of $13,567 remaining in municipal budget so must pay close attention to

spending. Director will track all warrants and subtract from this number and if necessary,

let us know if we may run over.

Director’s Report:

* Soft Opening Plan written by Director approved by Board of Health. Tentative Opening date

Monday 05/24/21.

* Director received, reviewed and scheduled interviews with three applicants for Library Assoc.

position. Of these three Rebecca Schmidt was strongest candidate with excellent skillset.

Trustees (5) voted unanimously to have Director offer her the position starting at $17 per hour

with 90-day review to follow.

* Director has been signed up for 6-month ‘Director Boot Camp’ offered by MLS with 1st class 5/12/21.
* Director noticed crack in wall of vestibule (lefthand side by bulletin board), Larry and/or

Jim will investigate.

* Wedding Event requests for outside Gazebo in July, and August: are approved by Trustees

provided signed agreement includes venue guidelines and restrictions and agreement to same,

as well as understanding the building and facilities are not open for event use. Each have

stated the events will be less than 50 people.

* April circulation items: 633

Old Business:

* ADA Lift Project: endorsed by CPA, and will be voted upon at Town Meeting on 06/15/27 at

7:00pm. Jim Ross reported he has informed architect to be ready to go if approved at TM.

Also stated there is no intention of decreasing collection during or after this project.

* PPO Manual subcommittee has not met since last Trustee meeting, updates in progress
* Holiday Tree Replacement presented by Friends at April meeting: contract has been signed and

returned to Bartlett Tree. They are working with Keith Bardwell on removal, grinding and

installation of new tree. Trustees agreed in April to cover annual maintenance plan at a cost of

$500. No firm date on start of project yet.

* Friends’ subcommittee: brief agenda for April meeting, which was delayed for 30” due to

technical problems with Zoom and signing in. Meeting moved right along. Director’s funding

requests will be sent around by Mary Ellen for vote by Friends. Cyndi and Mary Ellen will

compile and circulate contact list for Friends members and Trustee subcommittee members.

Next meeting will be outside, socially distant meeting either at library or alternate venue to be

announced. Tentative date is Wednesday 06/02/21 at 5:30.

* Electrician has been contacted re: emergency lights when power out. Director will communicate

as she is unsure whether he has been in and reviewed issue.

New Business:

* None

Adjourned 6:41pm

Next meeting Wednesday, June 9th, 6:00pm unless Zoom meeting (or other) conflict. Chair will send date

and pertinent info once decided