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

***TRUSTEES MEETING***

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**DATE:** Monday, October 18, 2021 via Zoom 869 5044 7150

**TIME:** 6:27pm (due to sign-in difficulty with scheduled 6:00pm meeting)

**PRESENT:** Bob Smith, Chair; Sheila Powers, Jim Ross, Robert Klinger, Megan West,

 Cyndi Steiner, Director; Brian Domina, Town Admin. Present for start of meeting

**ABSENT:** Cynthia Allen

**DOCUMENTS DISTRIBUTED BEFORE MEETING:** Agenda, Directors Report, Minutes of Sept. 13,

 2021 meeting, Municipal budget and Special revenue funds summaries, Comprehensive

 Study of Adult Stacks w/ footage, questionnaire, available room for future collection

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

**Prior Minutes:** approved by 5 Trustees present as written

**Finance Report:** reviewed by Jim Ross. Petty cash guidelines to be clarified with Amy at Town Office. Sheila noted we have depleted 2/3 of Office Supply and Maintenance funds, and Professional development overspent.

**Director’s Report:**

\* Discussed the library getting own Zoom account. Cost (unlimited monthly) is $14.99 per

 month. Allowing patron use would also mean a new set of procedures/policies were we to offer

 use. Account would be set up as Whately Public Library account. Unanimously accepted by 5

 Trustees present.

* Cultural Council grant deadline moved to 11/01/21
* Libraries In The Woods: Current coordinator is leaving position, new coordinator TBD
* Cyndi working with Sarah Hertel-Fernandez to coordinate grant for Teen Programming
* MAMOCA: for which we have a pass for admission is now requiring proof of

vaccination. We cannot require, simply inform those that borrow of guidelines. Same

requirement for Clark Art Museum

* Selectboard voted on 10/14/21 to open Town buildings with following requirements:

50% capacity, masks required, as well as socially distanced events. An attendance log

would be required and Chairs/Heads would be responsible for enforcing guidelines

* Cyndi requested approval for fire pit for Rona Leventhal program. It would be brought

 from home and monitored by her husband. Fire chief has given ok.

**Old Business:**

* ADA project: ramp rails will be put off until end of project. Adult Stacks: Will hold on

this until end of project, Jim Ross feels variance needed and we will work on that as

project progresses. There will be a contractor walk-though before bids come due 11/01/21, Jim Ross and Bob Klinger will be present.

* Friends’ subcommittee: Megan attended, was surprised to find meeting inside given

10/14/21 Selectboard rulings. Bob Smith said he interpreted the guidelines and gave approval. Not all were masked, nor distant, and downstairs community room was

unavailable for as new floor set. Here we encountered differing interpretations of those

guidelines. Bob Smith asked if subcommittee still needed (original group formed to

attend meetings for 12 months for clarification, cohesive flow of information between the

two groups).

**New Business:**

* New flooring installed in Duda Community Room and after insurance premiums, deductibles

will cost library $1100 from our municipal budget.

* Roof & Gutter Cleaning: is on Facilities Director’s schedule
* Holiday Tree Lighting: Cyndi stated it is time to commence planning should we hold this

event. Has brought up at Friends’ meeting and will bring up at next meeting. Sheila also stated the inside of holiday tree all yellowed and loosing foliage, asked if this is common for this species or should Tree Company inspect? It will be looked at per Jim Ross

* Book Sale – seemed successful but further culling necessary. Late donations of books were

Dirty and not pulled. More boxes necessary for storage of books for future book sales. We should also consider “Pop-up” sales in conjunction with other events. Cyndi has already made deposit of proceeds from sale $634.

* Altered hours on Tuesday & Wednesday during pandemic, and in prior years as winter hours: Chair pointed out these were always library hours and we should adhere to them regardless of external staff schedules. Hours were assigned when both Director and Associate hired. Tuesdays and Wednesday will remain 1 – 8pm except for December 1st through April 1st, when we will be open 11 – 6 as per majority vote of 4 Trustees, with one voting against.

Adjourned at 7:42pm.

Next meeting tentatively scheduled for Monday 11/08/21 at 6:00pm (as Town Zoom account allows)