

**S. WHITE DICKINSON MEMORIAL LIBRARY
TRUSTEES MEETING**

DATE: July 14, 2020
TIME: 6:30pm via ZOOM meeting
PRESENT: Bob Smith, Jim Ross, Larry Ashman, Sheila Powers, Megan West, Cynthia Allen & Cyndi Steiner, Library Director
DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda w/ ZOOM meeting ID, Minutes of June Meeting, Finance & Special Revenue Account reports, Director's Report, Email resignation from Pres. of Friends which included Allison Bell and Leslie Harris resignations
DOCUMENTS DISTRIBUTED AT MEETING:

Prior Minutes accepted and approved by roll call (All Trustees Accept)

Welcome to Cynthia Allen, newest Board member, Congratulations to Megan West, newest Parent

Finance Report: We have latest report from Dara at FRCOG, surplus of \$6610 will be returned to Town General fund (due to COVID-19 closure, salary adjustments). Explanation for new Trustee re: Director's responsibility in allocating and submitting warrants against municipal and Special Revenue account funds, anything extraordinary she simply can check with two Trustees, as always. The uptick in Eversource May bill was due to mini-split malfunction. When we switched over from air to Heat one of splits was still blowing heat in Children's Room but it went unnoticed because of vacated building. It was caught by Cyndi, Rich Strong called and corrected, checked system and bill will be forthcoming. Larry asked whether \$6610 surplus included the \$1000 encumbrance to have signboard repaired? The surplus will be less than \$1000. Cynthia will pass along message to have Shawn Allen/Workable Woods go ahead and repair as fits his schedule. We also have \$24,700 from ADA project carried over to library for FY21/22 to be used toward same.

Director's Report: Circulation via ILL as well as curbside pick-up well received, many patrons noted they were happy to receive their Feb holds, and that they can now pick up books. Library received hand written Thank You from patron for staff service of picking out and making ready for pick-up 10 science books so home schooling for patron could continue. C/W Mars 2021 assessment is \$2006. Dynegy will be providing energy to all Town buildings beginning 8/1 following contract by Energy committee for local Towns. Invoicing will still come from Eversource but provider will change. Cyndi attended at 2 ½ hour ZOOM meeting for this year's ARIS report as reporting has changed again. She noted the current curbside service will not count on this year's circulation but a special report created, and filed with MBLC will take this into account. So circulation numbers will obviously be down, but special report will help to correct numbers. Cyndi also attended a 2-hour Zoom meeting re: ILL protocols for receiving/isolating/return of books through interlibrary loans. Northfield Drive In, in support of library summer reading, has provided 5 free tickets/passes for Wed night movies, these have been very popular with families. At State level things still unclear as far as reopening and concern is that if schools do not reopen, libraries may find themselves doing childcare duty as well come September. Since partial reopening we have served 51 patrons 184 items.

Old Business: Lamps for rotunda arrived at Sandy Lane, Cyndi picking up tomorrow. Bob and Cyndi safely met to go through annual review, Bob will get paperwork in to Town. Roof repair has not yet been completed, no word on Florence Roofing schedule. Parking lot poop: Brian just back from vacation so Bob will check in and see how sign creation is going. Historical Society Room – Cyndi mentioned again she really could use some added storage space since we cannot block emergency exit in downstairs North storage room. Bob will redraft letter to Historical Society and have available for next meeting, noting it was considered a fire hazard by Building Inspector and Architect alike. Cynthia asked about new Trustee orientation, Sheila commented she

found it great when she attended. Since there are no in person orientations an on-line webinar has been set up and Megan will share that link with Cynthia.

New Business: Some of Trustees received email from Friends President stating she would resign effective the day after last Friends meeting. Also noted two others would be resigning. In that regard Bob Smith recruited two new folks to join the Friends and encouraged all of us to reach out to any friends and acquaintances who may have interest in the Group/Library. A small core group will remain and several new members needed. As far as reopening plans we cannot submit until Town Buildings are told to reopen, and will require guidance at State level to do so. Cyndi has been keeping abreast of phases, protocols, future plans at State, MBLC, MLS and Town levels and feels we will require as little as 48 hours to be ready to go. Social Media presence & growth was discussed. Trustee Chair recommends continuing posts on Facebook and adding Instagram account which we discovered had been set up by last Director (last post Nov 2018). Since no one knows passwords and none were left he asked Cyndi to make contact and see what could be done to reset so we can access. Feeling is we need to reach not only current patrons and residents but work for future ones as well, so that demographic is important not only to us, but future Trustees and Administration. Cynthia showed a perspective from goal driven accounts and provided figures on what percent of posts (5.5%) actually being seen, pointing out it may take more time to reach whomever our target group is. Bob states he receives notifications and Cyndi and/or Emma have been posting several times per week, he for one is always pleased to receive those. We noted two of six Trustees are FB users, and two more admitted they could/should be. It was very informative to understand use of social media from various perspectives toward formulation of a plan to move forward and meet varying demographics, now and in future. Cyndi ordered new printer through W.B. Mason but due to demand it was backordered. She then used personal card and ordered into Staples and will pick up tomorrow in Greenfield, and submit receipt to be reimbursed.

Adjourned 7:24pm

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Next meeting (likely via ZOOM) TBA, either Tuesday 8/11 or Wed 8/7, time moved backward to 6:00pm