

S. WHITE DICKINSON MEMORIAL LIBRARY MONTHLY MEETING OF TRUSTEES

DATE: Tuesday 1/12/21 via Zoom meeting 880 7230 0398

TIME: 6:02pm

PRESENT: Bob Smith, Trustee Chair & Host; Jim Ross; Cynthia Allen; Larry Ashman via audio; Megan West; Cyndi Steiner, Director

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda w/ Zoom meeting ID, December Meetings Minutes dated 12/8/20, Municipal Budget & Trust Accounts Spreadsheets, Director's Report

Prior Minutes

- Director requested clarification from Chair on who first receives annual Action Plan for Library – MBLC or Board of Trustees? To keep on track with 5-year plan, the annual Action Plan review goes to Trustees first.
- Minutes accepted by all attending Trustees with grammatical corrections given to Sheila Powers by Chair.

Financial Report

- Jim Ross recommends requesting level funding [\$74,629] for Municipal Budget in FY 2021/2022. In past 2 years Library has returned money to town, so it should be possible to stay at FY 2020/2021 amount. Since Annual Town Meeting is being pushed out [due to Covid-19] submissions to Finance committee will also be delayed.
- Megan West asked if there is anything beyond Lift we are waiting on – there is not. Library will not know about receiving CPC funds toward the Lift until Annual Town Meeting. Library budget still has balance of \$24,605 for Lift [architectural fees] which carries forward.
- Available money from Special Revenue Accounts is \$40,888.91
- Director reports State Aid will hopefully be level fund for FY 2021/2022, but State has not voted on budget yet.
- Financial reports accepted by all attending Trustees.

Director's Report

- Due to Covid-19 MBLC will not require Libraries to meet open hours requirements or materials expenditures for FY 2020/2021 in order to receive State Aid. Library simply needs to show State some new works are being added to collection [which we are doing with purchases of OverDrive Advantage; ongoing book orders; updating Children's non-fiction books]. If Town Funding for Library is decreased by less than 10% from previous year there will be no need to apply to MBLC for a waiver.

- Update from Shawn Allen regarding new Library sign along walkway. He has slightly modified design of existing sign to prevent water leakage. Sign should be finished and installed this spring. Jim Ross proposed additional funding if necessary if the work exceeds original budget of \$1,000.
- Director has finished all training of Library Associate that is able to be done while socially distanced. Library Associate is now capable of handling day-to-day operations of Library, along with all needed clerical work if Director is not at the Library.
- Training for Massachusetts Board of Libraries Commissioners is now complete, and Director has received her certificate. All Trustees conveyed appreciation to Director for finishing the training.
- Holds for curbside pick-up increasing through Wowbrary, and overall circulation is roughly 63% of what it was pre-pandemic.
- While the Board of Trustees voted at 12/8/20 meeting to suspend in-person browsing, the Whately Board of Health and Board of Select People later made the same decision for all town buildings. Some patrons are not happy with decision, however until the Board of Health & Board of Select People vote to reopen town buildings it may not be changed. Director reported that libraries who continued in-person browsing later had to close completely because of Covid-19 cases and/or exposures.
- Moving forward Director and Associate will try to either work alone, or if scheduled together, then work in different parts of the building in order to minimize any potential exposure to one another.

Old & New Business

- Community Preservation Committee [CPC] funding needs approval from Historical Society. Historical Society has been unanimously approved Lift project.
- Clarification made that CPC does not have any say in design or oversight of project; only funding.
- Director reports patrons inquiring about a capital campaign for Lift. No plan in place for fund raising. Also discussed there is no mechanism for patrons to donate money directly to the Library [other than through Friends]. Chair will inquire with Town Administrator about how to legally and properly set up a special revenue account.
- State ADA grant for Lift funding was denied. No explanation was given for denial.
- Library signage in front/street side of building on hold due to weather and necessary Town permissions. It is thought that solar-powered, digital sign will not be approved by neighborhood.
- Neighbor firmly requested Christmas Tree lights be shut off at Epiphany. Jim Ross unplugged lights.
- Procedures/Policy/Organization subcommittee needs to meet in January to update & approve material.
- Drains cleaned by Town Highway Department.
- Chair acknowledged appreciation for letter Cynthia Allen shared with her neighbors in December, and wondered if a version of it should be included with curbside pick-ups? The letter encouraged residents to make Whately their “home” library, and listed free things available with a library card. Copy of letter will be forwarded to board members.

- Director pointed out that later this month patrons will have access to Acorn TV streaming through OverDrive Advantage.
- Employee Rates of Pay is determined by Personnel Subcommittee. Library Board of Trustees may accept, reject or modify rate of pay recommendations. Recommendations will be sent out as soon as is possible, but are delayed due to Covid-19.
- It was noted the MBLA has a spreadsheet of other State Libraries rates of pay. Cost of Living increases are automatically added to staff rate of pay. Even with level funding, there should be enough money in Municipal Budget to cover any pay raises for Director and/or Associate.
- Discussed if social media should wait due to current political issues. Board would like Associate to move forward with establishing Instagram account. This will likely be a new Instagram account if the old account cannot be recovered. Cynthia Allen will review recovery efforts with Library Associate.
- Judy Markland let Director know a CARES grant [amounts vary from \$1-3,000] is available for Libraries, Historical Societies, and Conservation Commissions to create virtual programming. If awarded, this grant would align with Whately Library's 70th birthday and Town of Whately's 250th celebration. Director will apply for grant, which is due 1/15/21.
- Friends of the Library subcommittee [Sheila Powers, Megan West, Cynthia Allen] report options for moving forward to restart the Friends of Whately Library group. Research shows there should be a Memorandum of Understanding between Library and Friends Group [MOU] to encourage and enable collaborative, mutually beneficial engagement. Additions to a Whately Library Friends MOU are:
 - Having Board of Trustees member attend Friends meetings as a non-voting presence
 - Friends understand they do not supervise Library staff
 - If Friends cease to fundraise or promote Library the group will be disbanded

The existing Friends Group will be asked to meet with Library Director and sign MOU. If they choose to sign, the Friends group will move forward to reorganize and reactivate. If they choose not to sign the group will be disbanded by the Board of Trustees. Recommendation passed by vote of Trustees; 3 accepted – 0 against – 2 abstained [due to conflict of interest].

Next Meeting

- Tuesday, 2/9/21 at 6 pm, or Wednesday the 10th if Town Zoom meeting schedule is full.

Meeting adjourned at 7:04 pm