

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

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**DATE:** Wed 08/12/20 by Zoom ID# 862 9578 8146

**TIME:** 6:00pm

**PRESENT:** Bob Smith, Chair; Jim Ross; Larry Ashman (by audio); Sheila Powers; Cynthia Allen; Megan West; Cyndi Steiner, Library Director (by audio)

**DOCUMENTS DISTRIBUTED BEFORE MEETING:** Agenda, Directors Report, Minutes of July meeting, Municipal budget report, social media comparisons w/ local like-size libraries, emails from Melissa, Friends Group Pres. And Allison Bell, Friends Group re: resignations & concerns

**DOCUMENTS DISTRIBUTED AT MEETING:**

Prior Minutes approved with notation that Sheila asked Cynthia Allen to communicate approval to Workable Woods re: signboard repair. This was done in error. Woodworker later had communication from Trustee to move forward with repair. Cynthia Allen abstained from discussion.

Financial Report: \$75,265 annual FY21 budget set by Town (slight uptick from FY20 may be for COLA adjustment). Jim noted notation below budget lines for \$12,500, unsure of reason. May be parking lot expansion and/or sidewalk construction? Will get information for us for September meeting. Noted Collection development low for month, but Cyndi stated there were pending warrants for July orders.

Director's Report: Old Instagram account created by Candace/Briana cannot be accessed because it turns out the old 'directorwhatelypubliclibrary' gmail account "still in use" according to Google. Without that we are unable to reset password and obtain access. Had it been linked to library Facebook page access may have been possible. At this time we should perhaps begin work on set-up of new Instagram account & link that to the library FB page. Cynthia felt we should definitely have a social media policy following issues and findings, that could define our policies and access points. Bob asked Cyndi to reach out to Katherine in Sunderland since we believe they already have a policy we could borrow and build on, rather than start from scratch. Cyndi attended weekly department heads meeting with Town earlier in week, was told by Fran Fortino that we should be in no rush to reopen library, also commented on having both staff members together in building. Cyndi has also had weekly contact with other local Directors and some said they may start reopening after Labor Day holiday. Various procedures discussed re: sanitizing stacks and children's room but information coming out of Boston still not definitive. Ventilation has also been discussed but for our facility is not possible since books absorb moisture and without mini-splits running we would not be able to control that. Cyndi asked Bob if she should invite BOH to next meeting? It is a possibility. For present we will continue as we are with curbside service. ARIS report (library stats & circulation) deadline was extended a couple of weeks for libraries. CFCE Story Walk given approval by BOH. Since Cyndi felt it was originally unaffordable we have since been invited to participate through CFCE. Families will schedule times to do the walk so social distancing can be maintained. First event is Friday 8/15 from 11:30 – 1:00pm. Cyndi posted on FB, and Bob asked that it be added to Town website page for library as well.

Old Business: Repair of slates on roof: Larry left another message with Florence Roofin last week, and visited twice but was unable to make contact. Jim Ross will ask local roofer if he has time to address for us. FOL membership: Bob has invited two people to join, each of us had others in mind and Sheila noted Friends members do not have to reside in Whately, unlike Trustees, which allows more opportunity. We still feel this is good opportunity for Director to invite and grow this group, need to discuss when Director rejoins meeting (she was unable to keep communication while driving). Cynthia asked for input and role clarification and what is raised annually vs. what has been spent. Jim stated they are not yet operating in the red and she could check in with Treasurer to follow up. At this time they have a "healthy" bank account. As for recent resignations of Friends members (3) Bob states two may have reconsidered but based on recent conversations and emails we

realize there has been harm done and responsibilities/roles of Friends group to consider. Bob asked Sheila to liaise with those members. Sheila had reached out to President but not yet connected, felt timing would be better following Trustee meeting. Bob had lengthy conversations with two of departing members and communicated our feelings/discussion regarding roles/responsibilities and believes there may have been some understanding. Sheila inquired about Board's group conscience and suggested since we have resignations in black & white we accept them and move on. With closing of facility in March and programming cancelled we can discuss Group, and roles next month. Sheila will reach out to acknowledge emails and communicate where Trustees stand. Lamps are in for rotunda, Jim will contact electrician about adding outlets in that room. New printer in and working according to Cyndi. Children's room has been weeded, cleaned, reorganized by Cyndi & Emma. Cyndi would like small folding table and stacking chairs (light, wipeable ones) to complete area. She requested of Friends but at last meeting they did not feel furnishings were their responsibility. Also the "used" microwave in staff breakroom needs replacing. Trustees voted to accept (by roll call) these requests and Cyndi will shop & make the purchases. Gertrude Bardwell room clean-out: Is moot since we cannot invite anyone in at present. As for library social media Cynthia Allen had updated numbers from libraries most like our own and we actually look pretty good in this regard. Bob continues to urge Cyndi & Emma to <sup>continue posting</sup> (both to FB and Town page). Cynthia had previously sent some creative ideas for tie-ins (National "something" days, library card month, etc.). Bob pointed out it is our 70th birthday and will be talking with Cyndi about library related findings we might post.

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New Business: Cynthia Allen brought up that if we are requiring social media posts we ~~out~~ to provide the tools for that to happen. While FB can be posted from pc, Instagram must be done from smart phone or tablet. If library owned one then staff would have use and could post from that device. Director will shop for relevant tools. Current effort shows in recent postings, so thank you Cyndi and Emma! Phased reopening: Bob suggested a sub-committee for having a plan ready, he and Megan and Cyndi will work together in preparation. As far as intern there can be no in-person training so that matter tabled. Cyndi also discussed a recent request she made for time off due to stress of: Friends issues became personal; frustration with current duties plus COVID restrictions; felt she needed time to digest & decompress before facing next hurdle with Friends Group. She decided she will be taking vacation time and will keep us informed of her schedule. She stated she was glad we were able to discuss and come to a decision and plan of action for resolving the Friends members' issues. We agreed it remains a mystery why, if they felt she wasn't performing to their standards, they would reconsider joining? Sheila apologized to Director for not addressing this sooner as Cyndi has brought it up at prior meetings and wouldn't have if relationship worked the way it is supposed to. Cyndi felt continually "supervised" and "directed" to handle various aspects of their duties. As a result the frustration mounted following several emails suggesting what she "should" and "could" be doing. Staff duties remain responsibility of Trustees. We discussed and agreed policies, duties, posting and staff are not, nor have ever been the responsibility of Friends. They are and should remain ~~be~~ a support arm to the director and library mission. Cynthia then acknowledged our Director's uniqueness in her ability to choose & provide reading material to patrons. It is a huge benefit to our library and small town <sup>we</sup> have someone able to personally select and serve our patrons! This was seconded by Jim Ross, and Megan as well. (Almost a KUM-BA-YA moment here).  
Adjournment 7:03pm

Next meeting TBD: either Tuesday 9/8/220 or Wednesday 9/9/20 at 6:00pm, Chair will notify all (as there may be conflict with other Town Board Zoom meetings).