

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

DATE: Tuesday, February 9, 2021 via Zoom Meeting ID# 885 3505 5307
TIME: 6:01pm
PRESENT: Bob Smith, Chair; Cynthia Allen, Megan West, Jim Ross, Sheila Powers, Larry Ashman, Cyndi Steiner, Library Director

ABSENT:

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report, Minutes of 1/12/21 meeting, municipal budget & Special Revenue Funds, Strategic Plan FY21/22 Responsibilities, Draft of FY22 budget, Employee Evaluation form

Prior Minutes: Accepted as written by roll call of 6 Trustees; made note from last meeting there were grammatical corrections to be given to Sheila re: December minutes

Financial Report:

- monthly discrepancies?*
- Chair asked why salary differs from last year? Some months there is 2 pay periods per month, other months there may be 3 pay periods. There was also an adjustment for FY20 director's salary (difference between departing director's hourly wage vs. incoming director's hourly wage).
 - Jim questioned \$375 taken from Maiewski fund? It was used to pay Wowbrary fee, which director had prior approval for, as it could not be taken from Collection Development budget.

Director's Report:

- Director's pc would not reboot, resolved error messages after call to Ink & Toner Solutions.
- Director received notification from MBLC 1st half of State Aid money \$1682.87 released to library 2nd half to be determined
- Felting program co-hosted with Arms Library well received with 23 participants & few stab wound
- Co-hosting, along with other Libraries in the Woods the "Ask Anything" with Dr. Katy Coleman, an astronaut and resident of Shelburne on 02/12/21 via Zoom or FB Live meeting
- PVMA (Pocumtuck Valley Memorial Association) assisting, through a grant, to promote "Community Reads" of Station 11. Participating libraries will add disclaimer that because content concerns a pandemic, the subject may be disturbing to audiences. A virtual author talk follows. Cynthia Allen requested our library commit to funding this program always, regardless of content, as Friends declined Director's request to donate. Feels program is important to all small Western MA libraries. Vote taken by roll call, accepted by 6 Trustees.
- Trustees congratulate Emma on timely, pertinent Instagram posts
- Director will communicate to Workable Woods that since sidewalk sign is being built, full funding will be covered by library (vs. \$1000 estimate to rebuild existing sign, now disintegrated).
- John Root, naturalist, presenting "Attracting Birds, Butterflies & Beneficials" on 3/23/21 via Zoom presentation and is partially sponsored by Whately Cultural Council.
- Wowbrary link added to Whately Town website for patrons *Library Feb 9*
- January circulation 454 items (Jan 2020 860). Curbside pickups: 100
- Director received offer from patron & local gardener Jane Tauscher to do fundraiser for library. Raises and grows and sells organic produce, plants, flowers, edibles, etc. She reached out last year to Friends of Library, no response. Cyndi will make contact. *& instructs programs on same.*

Old Business:

- ADA Lift Project: if Town approves at Town Meeting Architect is ready to go.
- Closings due to inclement weather/holidays are communicated to Chair as they happen

2021 FEB 9 PM 6:01

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-Friends sub-committee report: Memorandum of Understanding (MOU) emailed to members to be reviewed and signed. Findings indicate this is common practice as Friends Groups, while independent 501(C)3 organizations, represent public library. At recent meeting all Director's requests declined, or funded in part, but discussion of \$1000 pottery program and request to Trustees to replace existing holiday tree offered. Sub committee members felt neither of these served the patronage in these unprecedented times. Friends are reluctant to spend funds without being able to raise more given the pandemic. With a relatively small group it will be difficult to actively raise funds, and participate in activities. So growth and attracting new members and officers will be a priority. Current Friends members, along with new member seemed open and positive about Trustee(s) attending meetings. Since the mission of the group is to provide funding for events & programs for which there is no municipal budget and the Friends currently have \$9300+ (Sheila pointed out this is historically the highest balance they have ever had), it was a concern that funding Director's much smaller requests for programming was turned down but much larger projects presented. The tree as it turns out belongs to Town, and Tree Warden will be contacted by Jim Ross. Chair pointed out it isn't Trustees place to tell the Friends how to spend their money. Sub committee's point was they were tasked with liaising with this group re: mission and responsibilities (which is to provide supplemental funding to municipal budget for events, programs to benefit patronage), and felt this 1st meeting, while positive, left sub-committee members and Director with concerns about this being workable. Friends Group asked for fuller "wish list" of upcoming events or programming requests to review for budgetary purposes (vs. month-by-month requests) so they could reconcile budget to forecasted expenses. Next tentative meeting of this group Wed 3/3/21. By first meeting with Friends, sub committee can then review and report back to Trustees. It was unanimously felt that focus right now be on rebuilding membership of Group. Jim asked about placing the Friends flyer in curbside bags going out to attract more members and volunteers. Chair also stated the message should be put out on FB and Instagram as well as Town library page.

New Business:

- Town requested level funded budget for FY22, Cyndi has drafted and tried to include the requisite 2 ½% (MBLC requirement for State Aid annually), it is due back to Town by 2/24. Cyndi will meet by phone with Brian on this and it should be reviewed by Trustees before final submission to Town.
- Blank evaluation forms to be completed and forwarded to Bob to collate, after which he will meet with Director for annual evaluation.

Adjourned 7:18pm