

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

DATE: Tuesday, March 9, 2021
TIME: 6:00pm via Zoom meeting 817 3635 9331
PRESENT: Bob Smith, Chair; Cyndi Steiner, Library Director; Sheila Powers, Cynthia Allen, Megan West, Jim Ross, Larry Ashman (via audio)
ABSENT:
DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Minutes of February Trustee meeting, Municipal Budget & Special Revenue accounts, Director's report, Final Draft FY22 budget

Prior Minutes approved by roll call of all (6) Trustees

Financial Report:

- Jim asked why no expense in Wowbrary line item? This expense taken from Trust fund per Cyndi
- Municipal budget remaining \$25,396. Watch closely as fiscal year ends June 30th, 2021

Director's Report:

- Sidewalk signboard – Cyndi noted contractor building signboard has generously donated labor!
- Library Associate has done a couple of book orders on her own. Chair asked if Director confident that Associate ~~was~~ could administer all aspects of library functions in her absence? Yes.
- Director communicated with both BOH and Select Board, they have meeting on 3/10/21 at which point she feels they may vote to resume in-person browsing (by appointment). Requested Board vote on re-opening, with all prior safety precautions in place, and 30" appointments with time set aside for cleaning & sanitizing. Vote approved by roll call of 6 Trustees.
- Loss of power prior week meant no telephone service available (internet based). Director stated this was concern if extended power outage occurred. Was approved to find old style phone to plug directly into jack, allowing phone service to both make & receive calls.
- Director pointed out 250th Committee having motor parade in April, asked Trustees if anyone would be attending. She and husband and son would attend to promote library. Contact info on 250th website or in upcoming Scoop (register with John Hannum, Fire Chief by email or phone)
- Circulation: 98 visits in past month, 2 days closed, 477 total items circulated. We appear to be at about 50% circulation vs. pre-pandemic, which is hopeful.

Old Business:

- ADA Lift Project: Sub-committee reports annual Town meeting approached and we hope to Receive funding for this project. Variance issues were raised by architect: Stair railings: because of period and wall construction we may not need to drill, tear into masonry walls to construct more railings. Ramp compliance (see previous minutes, variance in place with Boston since built). Stacks in north adult wing: do not comply with code, per Jim he feels it may not be worth the cost of sending architect and/or her assistant to Boston to argue this, belief is it would not pass. Stacks are not required 36" width, and height is also factor. Will be meeting with sub-committee at library to discuss plans on reconstructing stacks, creating necessary space to accommodate wheelchair access. Jim noted there is much information yet to be discussed, reviewed, voted upon so public discussion other than in our open meetings should be curtailed until finalized plans decided and voted upon.
- Friends sub-committee: reported good meeting on Wed 3/3/21, Funding requests approved by Friends, and Director asked to postpone two of these events until they could be done in-person. They are not programs conducive to Zoom meeting format. Friends asked about opening basement for patrons to come pick books. Director states as of this time facility is closed. Tabled this discussion.

- Holiday Tree: Director will discuss with Friends group. It was reported by Jim Ross that Tree Warden states it is diseased.
- Final draft FY22 budget sent to Trustees with Director's report. Will be presented at Finance Committee meeting at later date.

New Business:

- Chair pointed out he needs completed evaluations by March 15th. Has two, needs remaining. Asked Sheila to join him in sit-down evaluation with Director. Agreed.
- MA Board of Library Trustees Agenda Item: centered around diversifying Board, possible inclusion of young/teen participant as non voting representative. Would allow differing perspective while allowing young member benefit of civic engagement, municipal processes, resume building. Possible recruitment from local high school, English department or librarian? Chair will speak with contacts at Frontier Regional High School. Exploratory process at this time.
- Community Information brochure: we currently have about 900 library card holders, obviously not all active, with whom to engage. Small, specific bits of information are more readily read and received than large "whole picture" brochures. Recent feedback from neighbors in West Whately showed some were unaware of all services the library had to offer. This is a service we should have more widely promoted or shared throughout pandemic, through curbside pick-ups, Mail Chimp. Director pointed out she put our library card application on line so individuals could sign up. Friends are also interested on how to get word out to patrons and residents, possibly through hand-outs at Transfer Station or at Town Meeting. Director and Associate could prepare digital and written "bits" of information to get out to public. Friends would do same for membership issue, Trustees and Director will pursue volunteerism and pandemic info.
- Cynthia brought up letters written by other libraries, as well as suggestion from President of MLA To MA Secretary of Health & Humas Services designating librarians as front-line public servants, and importance of designating these individuals as high priority for COVID vaccines. This would be a necessary safety precaution not only for public contact but staff as well! Whately in particular has number of "senior" residents to keep safe.
- Street Signboard received some time ago, not yet put out until snow and debris gone at roadside.
- Library Closure Policy: in re: paid time off in instances when facility closed. Will always follow Town policy as it needs to remain equitable to ALL Town employees.
- Co-sponsored Event with Astronaut Cady Coleman: Zoom bombing reported to Police with support of sponsors and co-sponsors.
- Dr. Seuss books & "Challenged Book" Policy: No censorship allowed in Collection as covered by Challenged Book Policy in place. (Note: We have none of the Dr. Seuss books in our collection)

Adjourned 7:14pm