

S. WHITE DICKINSON MEMORIAL LIBRARY TRUSTEES MEETING

DATE: Tuesday, July 13, 2021 via remote Zoom meeting 834 9228 5235

TIME: 6:04pm

PRESENT: Bob Smith, Chair; Sheila Powers; Jim Ross; Bob Klinger; Cynthia Allen, and Cyndi Steiner, Director

ABSENT: Megan West

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report (June and July), Minutes of May 11th Meeting, letter from & health status update for Matt Jakutowicz, proposed job description for Library Youth Representative

DOCUMENTS DISTRIBUTED AT MEETING: None (remote meeting)

Prior Minutes: Trustees who were present at the May meeting (Sheila, Jim, Cynthia and Bob Smith) approved minutes of May 11 as written.

Welcome new Trustee Bob Klinger. With a background in mechanical engineering and material science, as well as previous experience running small – medium size projects, Bob feels he will be of use with various aspects of the physical plant of the Library.

Financial Report: Jim did not send out financials from the Town as FY21 just ended. Surplus of \$2,656, will go back to Town minus bills from June. Late bills will be credited against the surplus. Director noted \$1,000 was encumbered to replace the kiosk sign (JR noted that money has carried over into FY22), Bartlett Tree Service maintenance of the new tree, and confirmed we're still holding money for an architect. Endowment accounts have not changed since last report.

Director's Report:

New items since report was submitted:

- Custodian has been cleared to come back to work.
- Custodian brought to the Director's attention the rug in the downstairs community room is saturated with water and wall paint in room is bubbling. Likely cause is recent excessive rains. Keith Bardwell came to clean out eaves and storm drain. AJ Carpet Cleaners will remove excess water downstairs and start the remedial drying process. Dehumidifiers have been running to help mitigate moisture. Chair noted the Town has decided to not submit insurance claim due to \$1,000 deductible.
- For the first time in 6+ years Whately Library is participating in the Frontier Summer Reading List, resulting in a new patron.
- Recent MailChimp open rate was 83%, which is exceptional. Request by Chair to ensure all Trustees are on the mailing list.

From June report:

- New Librarian Associate is working out well.
- CWMars assessment lower for 2021-2022 due to drop in circulation during pandemic. As of August 1st, CWMars will block any patron's library account – physical and digital – if the account holder has lost items.

- Multiple attempts to contact Andrea for the landscaping have been unsuccessful. Chair will reach out directly.
- Director and Associate are planning on holding a Book Sale September 25th (10-3) & 26th (9-4) in conjunction with the Whately Fall Festival. There will be a private preview for Friends of the Whately Library Friday, September 24th. Volunteers are needed to collect money. Books will be sold by the bag (\$5) or single books by donation. Unsold books will be collected by Roundabout Books in Greenfield. Trustees voted unanimously to authorize the Director to dispose of any leftover books as surplus property after the Book Sale.
- Clarification of monthly circulation number increase from return to in-person browsing. Late open hours will continue till 6pm on Tuesday & Wednesday, which meets state requirement of providing evening hours.

Old Business:

- Chair thanked Jim Ross for all his efforts of maintaining various aspects of the Library and its grounds, including the new holiday tree.
- Brief review of the ADA limited use elevator and handicap bathroom project from Jim. In 2018 Margo Jones, Architect was informally consulted to see about potential of this project. Feasibility Study was done with \$7,500 from Duda Fund, with approval of Library Trustees. Full architectural study created with funding from the town's Capital Improvement Fund, which voters approved in 2019 for \$35,000. Library applied for a Massachusetts ADA Grant; grant application was denied. Library appealed to the town Capital Improvement Fund, which the Select Board and Finance Committee endorsed, for \$150,000 in 2020. With the shutdown of all town projects because of Covid Pandemic nothing was done. Re-application for ADA Funds in 2021 was denied. Requested \$75,000 from Community Preservation Funding, and agreed the Library would commit \$75,000 from the Duda Fund (equaling \$150,000 needed for project). Request for CP funding passed at 2021 Town Meeting.
- Recommendation to formalize a Clerk/s of the Works for this project. Clerk/s filters all information to the Director and Trustees. Any questions from the Director or Trustees about the project go through the Clerk/s to the Contractors. Voted to have Bob Klinger and Jim Ross appointed as the Clerks of the Works. Approved unanimously by roll call vote.
- Comcast internet line has been rerouted; however, the move weakened the Wi-Fi signal outside of the Library. Since the Whately Library is listed as a state Wi-Fi hotspot, system modifications are needed to strengthen the Wi-Fi signal. Wireless EERO extenders will be purchased. Approved unanimously.
- Mini-split in the basement will be relocated prior to start of construction. Rich Strong Air Conditioning has been contacted to perform this task.
- Historical Society materials in the Bardwell Room must be moved in advance of construction. Discussed how best to approach the Historical Society to request removal of their materials. Jim will reach out to Neal Abraham.
- Shelving in the stackroom does not meet ADA compliance of 36" and 5' for turnaround radius. MBLC suggested relocating 2 stacks into the central room, and using mobile stacks rather than re-using existing fixed stacks. Old stacks will be recycled to another Massachusetts library. Reconfiguration will happen after the project is completed and Certificate of Occupancy is issued. Flooring in stackroom also needs to be covered.
- Bob K offered to explore additional grant opportunities for the upcoming project and future ones. Chair noted it is necessary to loop in the Town Administrator, since the Town of Whately is the fiduciary entity.
- No update from Policy & Procedures subcommittee.

- New holiday tree donated by the Friends has been planted and looks great.
- Training of new Library Associate has begun. At this time training is centered around the duties specific to the job. When training is complete, and the Associate has finished her probationary period, Director will begin training the Associate on all other aspects of running the Library.
- Update on outdoor sign kiosk repair. Director will coordinate with Shawn Allen for installation.

Friends Report:

- Friends group would like to know timing of in-person events so they can activate their event insurance. Whately Board of Health has okayed outdoor events. Indoor events will require mask wearing, and a list of attendees for potential contact tracing. Outdoor events require appropriate spacing. First upcoming event is “Young Fogies & Old Whippersnappers” with Tim Van Egmond on August 14th. Event is co-sponsored by the Whately Cultural Council and the Friends of the Whately Library. Trustees suggest the Friends start insurance as of August 6th.

Chair brought up his frustration with the Director for her request that Friends members help more with Friends-sponsored events. Since the Friends Group has been recently reorganized, has a very small membership, and because the current members and their spouses attend all events, he resents implications they are not doing enough. Sheila recounted that prior to the Pandemic (which shut down in-person events) the Director was often the sole person to set up, greet attendees, introduce performers, request donations, and clean up at Friends-sponsored events.

- Friends subcommittee has encouraged the group to focus on recruitment. With more members the work of the group, which goes beyond just fundraising and financially underwriting events, would be able to be shared by many, not just the core members.
- Friends would like to use the Library email list to reach out to existing Library patrons since they do not have access to the existing Friends email list. Friends decided not to send a physical mailing as it has been costly and unsuccessful in the past. Since people who signed up for Library emails did not give their permission to be solicited by other groups for funds it was questioned if the Friends group should be permitted to use the Library’s email list – both from a trust standpoint as well as legal. No action taken.
- Friends will assist with the upcoming Fall Book Sale. Museum passes purchased for patrons to use.

New Business:

- Brief in-person report from Adam of AJ Carpet Cleaning - who performed an extraction (which removed most of the water) during this meeting. Next step is to set up fans and dehumidifiers to dry things out.
- Custodian back at work as of July 13th.
- Discussion of the lower portion of the handrail on staircase from stacks to basement, brought to the Trustees attention by the Custodian. There needs to be a full grasp of the entire length of the handrail, which currently has a section of roughly 3’ covered by rigid foam insulation. These stairs are only used by staff. Recommendation is to fix the railing issue once construction project is complete. Director will notify the Custodian.
- Proposal for job description for Youth/Teen Representative presented. Suggestions for more general language of various aspects job description, while also clarifying that this is a non-voting, non-elected position. Chair offered to get feedback on this document from Zoe Keenan, Librarian at Frontier. Once this document is completed Trustees will go through Frontier Regional High School to look for a Whately candidate.

- No closing for construction is scheduled at this point since a contractor has yet to be hired for the job. Margo Jones Architect is tasked with sending out bids for the project.
- Chair offered to step down from his position. Trustees unanimously asked him to continue as Chair, which he is willing to do.

Adjourned: Meeting adjourned at 7:27pm

Next meeting Tuesday, August 10th, 6:00pm unless Zoom meeting (or other) conflict.