

S. WHITE DICKINSON MEMORIAL LIBRARY TRUSTEES MEETING

DATE: Monday, September 13, 2021 via remote Zoom meeting 815 6631 3171

TIME: 6:03pm

PRESENT: Bob Smith, Chair; Jim Ross; Megan West; Cynthia Allen, Bob Klinger, Cyndi Steiner, Director, and Susan Baron.

ABSENT: Sheila Powers

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report, Library Trust Accounts, Dickinson Library 2022 Municipal Budget, Minutes of August 10th Meeting

DOCUMENTS DISTRIBUTED AT MEETING: None (remote meeting)

Prior Minutes: Unanimously approved minutes of August 10th as written.

250th Committee: Susan Baron updated the stone bench gift project from the 250th Committee, a gift from the people of Whately today to the people of Whately in the future.

- The Highway and Building crew will install finished stone bench
- Design will be classic and simple so bench lasts
- Inscriptions will read “The One and Only Whately” and on the other side “From the People of Whately – 2021”
- Material will likely be granite
- The display plaque panorama (a second gift) will be set to the side from the bench
- Both gifts being located behind the library
- A site visit from the Board of Trustees will be arranged at a later date

Bench wording was unanimously accepted by the Board.

Financial Report:

Municipal Budget

- \$13,178.45 spent to date from FY22 budget/\$63,681.55 remaining
- \$1,000 for kiosk sign
- \$21,565 remaining for architectural work on Lift project

Special Revenue Accounts

- Line items [856-862] at bottom spreadsheet are non-expendable “seed money”
- Line items [266-855] are expendable only towards purchase of books

- Line items [236-854] in top section are for maintenance and/or at Trustee discretion for various needs not covered by the municipal budget
- Balance of \$44,305.72 available from Special Revenue Accounts as expendable
- Small to moderate requests from Director only require approval of one Board member
- Larger request amounts require full board discussion

Director's Report: Changes/updates since the Director's Report was submitted

- Selectboard revised COVID-19 protocols (when in town buildings face coverings required, social distancing required to extent practicable, no in-person meetings)
- Rescheduling, converting or relocating scheduled events
- Mini split successfully relocated in community room
- Tubing from mini split behind circulation desk fixed
- Wowbrary has 44 subscribers with 32% using platform to place direct holds
- Overdrive has purchased Kanopy, giving patrons access to more materials
- Board of Health approved book sale if outside with masks encouraged
- Tents will be set up in case of rain for Book Sale 10/3/21
- Friday preview for Friends & Saturday sale during library hours are cancelled
- Question and brief discussion about the Library getting its own Zoom account. Questions about how to prevent "zoom bombing", and cost of subscription
- Patrons using extended evening hours
- Circulation numbers up

Director clarified staff scheduling now that hours have resumed to pre-pandemic schedule.

Old Business:

Maintenance

- Structural engineer met with Jim Ross to determine if there is concrete around steel I-beams. Discussion & questions about how architectural drawings were created if it is unknown what is in the wall. Previous building work indicates concrete is present.
- Architects will be asked to incorporate a janitor's sink into the maintenance room
- Fire door in main reading room has swelled due to wet weather. Cost of replacing the door and bringing it up to current code >\$3,000. JR has adjusted door jamb so door closes and locks.
- Fire door issue to be addressed after other work in the building is completed
- Water in book room from catch basin overflow; Keith & crew will clean
- New floor in community room will be ordered

Friends

- Will be advertising in Scoop
- Bookmarks designed for marketing
- Discussion about procedures for applying for money for events & programs

- Booksale discussed

Library Associate Training

- Library Associate has been fully trained on all aspects of running the Library

Bardwell Room Updates

- Discussion of how to encourage removal of Historical Society materials
- JR will contact Neil
- Custodian indicated some materials have been moved from room

Programing Updates

- Peter Christopher converted to Zoom presentation
- Ed the Wizard moved to outside
- Rona Leventhal rescheduled to Saturday – outside
- George Owens willing to do outside program (depending on rest of band's availability)
- Roger Tinknell (sponsored by Union 38 Family Network) hosted at Whately – outside
- Library in the Woods Zoom tutorial on How to Use Libby – date TBD

New Business:

Maintenance

- Current roof of rotunda drain/gutter cleaning (to address leak issue) will happen right away. Regular maintenance will occur on other drain/gutters once leaves have dropped.

Shelving

- Mobile shelving - Cynthia Allen will work with Director to look at next steps
- Director and Library Associate are reviewing books in the collection which may be removed from circulation
- Determining factors for deaccession include: relevance to topics of today; circulation activity within the last few years, condition
- Units have not been selected yet; Board of Trustees will be presented with final choices
- Shelving must be ADA compliant

Additional

- Performer Ray Mason requested to be paid directly after his event. Director paid him with her own funds. Discussion that in future a performer who has not requested same-day payment in advance they expect will not be accommodated. Friends of the Library will reimburse Director.

Adjourned: 7:04pm

Next meeting: Wednesday, October 13th 6pm – depending on Town availability of Zoom meeting times