

S. WHITE DICKINSON MEMORIAL LIBRARY TRUSTEES MEETING

DATE: Monday, November 8, 2021 via remote Zoom meeting 870 7766 0220

TIME: 6:02pm

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

ABSENT: None

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report , Minutes of October 18th Meeting, Municipal Budget, Library Trust Accounts, Town update on in-person events.

DOCUMENTS DISTRIBUTED AT MEETING: None (remote meeting)

Prior Minutes: Accepted as written.

Finance Report: Jim Ross noted electricity bill low for season. Summing error for Comcast – correct amount is \$435, not \$335. Fuel delivery is set up for automatic delivery.

Special revenue accounts - Dara LaPlante failed to enter revenues and expenses for fiscal year 2022, instead putting everything into the calendar year 2021.

Question asked about the Duda Fund, which Bob Smith will report on in December.

Director's Report:

- Update from Board of Health - in-person events/programs may resume, if updated guidelines are followed.
- Whately misspelled in report.
- Question about circulation numbers in comparison both to 2020 (pandemic), as well as prior years (2018 & 2019) so the overall recovery is a clearer picture.

Old Business:

- Bids for ADA project to be opened 11-9-2021. JR will report on bids, bidders and amounts.
- Bob Klinger met with John Hannum about smoke detectors on the lift and throughout the Library. Smoke detector on top of the lift will need to be hooked up to a monitor, and JH would like 9 other smoke detectors in the building connected to the monitor system. First floor, all rooms; basement all rooms and storage areas; top and bottom of stairs. Fire

Chief will consider bluetooth versions, rather than hard wired. Clerks of Work wonder if there is a town monitoring system we can connect with. Initial cost as well as ongoing annual monitoring costs. Most of the other Town buildings are now monitored. Question of who pays for this cost? Architect has included smoke detector monitors in an addendum to the project.

- Holiday Tree Lighting okayed by the Board of Health with caveats of no food and no interior component. Friends of Whately Library will host the event 11/27 or 11/28 with wrapped candy canes. Director will coordinate with Friends for marketing purposes. JR will reach out to Keith Bardwell regarding the utility outlet.
- Timers to be adjusted to reflect Daylight Savings Time
- Friends Meeting - new brochure put together by Library Associate explains and lists information on Museum & Park passes which the Friends have generously donated to the Library; holiday tree lighting discussed; review of a performer (who did not perform) raised the issue of lack of contracts/agreements with presenters/performers; potential 2022 events discussed. Also discussed the lack of a tab on the Whately Library website for the Friends of Whately Library. Friends will coordinate with the Director.

New Business:

- Cultural Council are concerned with low/no attendance at Library events they fund. Director concedes programming is not one of her strengths, she also noted attendance is very unpredictable. Chair appreciates the Director's honesty about this topic and feels confident there are ways to help her in 2022 with the Library's programming.
- Regarding performer who did not perform, but has requested payment from Cultural Council and Friends of the Whately Library, there is an expectation (from Friends) that the Library is owed a performance. As a separate entity, Friends will address the issue.
- Trustees Roles with Friends - Bob Smith feels it is time for Friends & Director to work on their own. Director expressed appreciation for Friends Subcommittee members, and will see how it goes meeting with them by herself. Cynthia Allen noted both MBLA & United for Libraries recommend a Trustee attend Friends meetings and vica versa as part of best practices. Bob Smith feels the Board of Trustees Subcommittee has too much direct input at Friends meetings, and the Friends need to "flourish or fail on its own." While he encourages people to attend meetings, he feels the Trustees [Subcommittee] have "crossed the line between guidance and friendly advice and are too influential on this group." Megan West said her understanding was that the subcommittee had been formed to help create a relationship between the Director and the Friends group, then continue on as a resource. CA and MW questioned why this issue had not been brought directly to the Subcommittee by the Friends group. Jim Ross felt the subcommittee had been formed to help the Friends get "back on their feet" and while people could attend meetings they should not participate in them. Subcommittee members asked why two

Board of Trustee members, who have a conflict of interest with this topic, were discussing and engaging with the issue rather than recusing themselves. Bob Smith stated he had been asked to bring up the issue by the Director because she felt she was “being babysat” by the Subcommittee, and that was the only reason the issue had been put on the agenda, not because of any other discussions. The Director agreed with the Chair’s report of their discussion, however she was taking back what she said because it had made everyone upset. MW noted there is still the point of the Subcommittee not being seen as a resource and having crossed a line. She requested feedback from whomever can provide it. Director clarified she had been unaware some or all of the Friends expressed those feelings towards the Subcommittee. Topic was left that either the Director or Subcommittee would get in touch with the Friends.

- Bob Klinger offered to donate a used Keurig coffee maker to the Library. Director accepted the donation.
- Director reported the Associate Librarian has requested additional hours for her schedule. The Town Manager said it is up to the Board of Trustees whether they would approve an increase for the FY23 budget. Sheila Powers noted Associate had recently been given an opportunity to add more hours to her schedule when the Library resumed evening hours. Director reported Associate did not accept those hours due to a timing conflict with her school schedule. Process for increasing Library employee hours goes first to the Board of Trustees, then to the Town Personnel Board, then finally to the Finance Committee. All groups require information and statistics to demonstrate a need for the increase. Director feels the Library numbers do not currently exist that would justify any increase in hours at this time. Currently Associate works 15 hours/week; Director 22 hours/week. At 20 hours Town is required to provide benefits.

Adjourned at 7:02pm