

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

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**DATE:** Tuesday, December 14, 2021 Zoom meeting 820 5019 7516

**TIME:** 6:03pm

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

**ABSENT:**

**DOCUMENTS DISTRIBUTED BEFORE MEETING:** Agenda, Directors Report, Minutes of November Meeting (11/8/21), Financial Reports, Draft Performer/Speaker Agreement w/ Library, Resume Of potential Library Associate candidate Ashley Janes

**Documents Distributed During Meeting:** (via email) Minutes of Special Meeting 11/23/21 6:00pm

Minutes of November 8<sup>th</sup>, 2021 Trustee meeting unanimously accepted

Minutes of November 23<sup>rd</sup> special meeting unanimously accepted (with corrections)

Financial Report:

- With just over 5 months reported we have used more than 50% of annual municipal budget and will have to proceed cautiously as it appears we may be over budget come June 30<sup>th</sup>.
- The encumbrance for sidewalk sign board was not carried over to FY23 so was subsequently paid from Trust Fund account (Dickinson expendable fund 817). Simple oversight at year end.
- Director has no word yet on whether departments will be level funded for FY23. Town Administrator will know more following Selectboard & Finance Committee meetings. Of major concern for FY23 needs are library computers. Director just found out we cannot upgrade any of the four existing computers, also said the circulation computer was checked while IT support person there for another call (Chris from Ink & Toner Solutions) and said nothing more can be done to speed up that computer. It takes 10-15” to boot up and processor freezes or stops regularly (see discussion in new business).

Director’s Report:

- No questions on circulated report but new since that report emailed to Trustees: Group of mask/vaccine challengers have been visiting western MA libraries to challenge mask mandates and vaccination regulations. It has caused minor upset, Director has chatted with other local librarians and all will be consistent with State & local guidelines, Chair pointed out we have no choice but to follow BOH guidelines if we wish to stay open. Cyndi also maintains we have and will continue to offer curbside pick-up for anyone not wishing to browse or check out material in-person. Patrons continue to utilize this service.
- This year’s Community Reading Program theme is Food, Farming and Agricultural Life. Tentative commencement April 2022. Food for thought for spring, and lots of interest and tie-ins.
- Performer/Speaker Agreement draft: Director will add clause stating Performer will also promote event on all possible social media sites as well as provide flyers and/or literature for library to post. Director will add to Agreement and recirculate for January meeting.

Old Business:

- ADA Compliance & Lift Project: Chair wrote formal letter of acceptance for Town Administrator and Architect signatures. There were some minor changes and it will go to Town Council for review and pertinent signatures then be mailed to Diversified Construction, low bidder.

- Bob Klinger and Jim Ross have communication from Architect re: fire alarm monitoring and installation of same and will respond and schedule meeting with pertinent personnel. Bob K. wants Fire Chief in attendance at all such meetings now that we are this close to contract being signed.
- Lower-level storage area occupied by Historical Society has been fully cleared out and door left open.
- Increased Hours for Library Associate: tabled at this time as not relevant
- Holiday Tree Lighting 11/28: Thanks from Chair & Director for all assisting to make this happen. Crowd count 25 – 50 people.
- Chair contacted Community Foundation of Western MA and set up access through portal (given only to current Trustee Chair). He did look at balance and stated fund growth very good, we currently have 265K+ (less 75K committed to lift project).

#### New Business:

- See Financial Report (item 3): FY23 budget: Library urgently needs to upgrade current network which includes all four computers. Two staff systems (circulation desk and Director's) barely have enough RAM and speed to run Evergreen circulation system. IT service calls have been placed and neither can be upgraded further, nor will Windows 10 be supported beyond FY25. The patron computers are also aging and only one currently working. In order to network and create annual upgrade plan we will first need to replace all four. The cost of four, plus installation and networking costs will likely become a capital expenditure. Director was asked to first check with Town Administrator to see if there are any other IT purchases for upcoming year that we could leverage, and second to prepare a needs assessment and obtain quote from current IT providers so we have cost estimate for January meeting. Megan stated from work perspective it would be prudent to get (possibly) upgradeable models in planning for future needs. Bob K. also stated having IT policy in place for future growth is standard for operating procedure for any business.
- Director requested approval for appointment of Library Associate candidate Ashley Janes. She was vetted by Town (had put candidate in touch with Lynn Sibley for vetting purposes ahead of Trustee approval). Discussion followed that it could be construed as an offer of employment when no such offer had been formalized, and that in turn could lead to legal issues surrounding hiring practice(s). Director duly noted. Vote taken and unanimously approved to appoint this candidate.
- Removal of equipment, fixtures from Duda Community Room, Janitor's closet and upstairs closet behind notice board will be necessary prior to commencing construction. We have shelving and space now in lower-level storage (Bardwell Room) area to house janitorial supplies. In same lower-level closet is old fire proof locking cabinet that is grossly heavy. Jim stated he will contact Keith Bardwell about possibly getting a crew to remove this piece. It has not been in use for some time. Electrical board in upstairs closet (according to Jim has no use) needs to be removed from wall. He and Bob K. will meet to go over this and any further clearing/removal needs prior to construction. Patron computers: will be taken out of circulation and Director requested those workstations be disassembled and stored for time being. Feels there is not sufficient area in Children's Room for these pieces and patrons may use own tablets or laptops if using our free Wi-Fi.
- Custom door in rotunda (leading to fire escape) has been repaired/refitted a few years back and is failing again. Both door and surrounding frame need replacement. Door itself upwards of 3K. For safety, security (current deadbolt no longer aligns properly) and energy efficiency (draft) we should plan to replace within the year. It is subjected to humidity, moisture from roof overhang and sun exposure all year long and is at least 20+ years old now.
- Holiday Closures: Saturday 12/25/21 and Saturday 01/01/22, Monday 01/17/22 (MLK Day)

Next meeting tentatively scheduled for Tuesday, January 11, 2022.

Adjourned 7:02pm