

S. WHITE DICKINSON MEMORIAL LIBRARY

TRUSTEES MEETING

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DATE: Tuesday, Jan. 11, 2022 via Zoom meeting 865 5781 3245

TIME: 6:00 pm

PRESENT: Bob Smith, Chair; Jim Ross, Sheila Powers, Bob Klinger, Cynthia Allen, Megan West (joined at 6:17pm); Cyndi Steiner, Library Director

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda; Minutes of 01/14/22 meeting; Minutes of 11/23 special meeting; Director's report; Municipal budget & special funds report; Redraft of Performer/Speaker Agreement with Library; Drafts of FY23 budget submittals

DOCUMENTS DISTRIBUTED AT MEETING: None (remote meeting)

Minutes of January 14, 2022 Trustee meeting: Approved by all Trustees present

Finance Report:

- At halfway through FY22 we are over budget. On maintenance line item we have spent \$2860 of \$3500 budgeted. Given level funding from FY21 we must use caution although overages to date beyond our control and necessary expenses to maintain the building.
- In special accounts we have \$43,170 in expendable funds, interest has been posted for 2021. Chair accessed R.M. Duda account and reports very good investment growth over last two years.

Director's Report:

- We have been asked to level fund again, budget due to Town Office on 01/21/22. Director used MBLC formula to bring budget to amount necessary for certification & to receive State Aid. Chair mentioned a new line item will need to be added in for fire monitoring system (more in New Business)
- January newsletter sent out 01/04/22, had 93% open rate
- Upcoming programs cosponsored with Libraries in the Woods:
 - Virtual Open Mic – 01/13/22 at 7:00pm (Cushman Library)
 - Intro to Genealogy – 01/25/22 6:30pm (Montague Library)
- Circulation numbers for December: 642 items (2020: 461 items; 2019: 731 items)
- At MBLC Executive Board meeting in January reduced hours due to Covid-19 were approved for time period Dec. 31st through April 1st (as related to State Aid requirements)
- Director asked that all Trustee and Friends materials stored in office bookshelf (across from closet) be removed to storage to accommodate Construction.
- On Monday 01/10/22 two patrons slipped on ice at end of walkway (new sidewalk leading down to Chestnut Plain parking area). Cyndi used remaining buckets of sand available, and reported names and contact info to Town. There was moisture under two mature trees that iced and then was covered by dusting of snow. Both patrons uninjured. Bob K. will be going by Town yard and will fill & drop buckets of sand back at library, and speak with HWY Super about who should be clearing & sanding that sidewalk.
- Performer/Speaker Agreement: One point raised by Megan West re: clause for “fundraising and solicitation” is unclear and should clarify who this pertains to. Megan and Cyndi will tighten.

Old Business:

- Issue of fire alarm monitoring arose with lift project and is being coordinated by Bob Klinger. A meeting was held and attended by Architect, Contractor, electrician, Fire Chief, Trustee Chair and building committee members Bob Klinger and Jim Ross. Reviewed placement locations, central monitoring station, horn announcement throughout facility, and Bluetooth compatibility of system.

The installation and device costs are a set-aside in lift budget and hopefully monitoring will be covered by Town as we are the only Town Building without fire alarm system. After discussion all were in agreement with plan so meeting was very productive. This issue not originally covered in Architect's plans but stipulation now included in bid.

- Furnace room sink – Jim Ross met with representative from Kieras Oil and went over needs, there is small problem with existing sink in furnace room but Jim feels there is solution and will update status at February meeting.
- New library Associate is being trained in all aspects of library administration as reported by Director.
- BOH stated they were pleased with Library policy/procedures surrounding Covid-19. Masking still required, cleaning happens on regular basis. They have allowed browsing to continue given Omicron variant, and Director has and will continue curbside service as this has been well received by patrons.
- Bardwell Room – now empty and will be used by Lift Project Contractor(s) for storage of equipment, tools and materials for lift project.

New Business:

- Lift Project payment process: Contractor submits bill to Architect who completes AIA schedule form and submits to Town Administrator and Building Committee clerk(s) for review and approval, then sign-off and warrant drawn for payment to Contractor. Town is record keeper of forms and contract.
- Initial phase of lift project will be creation of ADA compliant gender-neutral restroom downstairs (the actual equipment for lift is approximately 8 weeks out and contractor will schedule around that piece).
- Chris from the Greenfield Recorder is looking for information on article he wishes to write on lift project. Chair asked Bob Klinger to discuss with Recorder rep and perhaps fill in basics surrounding process, but since there is nothing yet to report, perhaps hold article until the final "show and tell" once lift completed, then create wrap-up article to be released?
- Custodian Requests: Director is documenting requests and reports from janitor at request of Town Administrator. Keeping notebook of written and verbal conversations with Janitor concerning issues surrounding job responsibilities required in restrooms, storage areas. Has stated there was mold in restrooms that irritated his system, red brick dust that caused distress and eye infection (no written documentation provided on either) from cleaning Bardwell storage area. That room is plastered, with concrete floor and painted walls, we are perplexed about his reporting presence of red brick dust? He has not continued that work, but asked for commercial grade respirator mask to work downstairs, seems convinced his respiratory issues are caused by facility. No prior custodians or staff report any problems?
- 250th Committee Collaboration: Director working with 250th co-chair Susan Baron and member Joyce Palmer-Fortune on dedication ceremony scheduled for Monday, June 20th, 2022. The 250th committee will dedicate stone bench & panorama (taken by drone from rear of library) to Town in honor of its 250th anniversary. These will become permanent installations behind library. A band has been scheduled (Bad News Jazz Band) for this event. As well the time capsule buried 50 years ago will be exhumed and a 2022 Time capsule readied for burial in same spot.
- In discussion of above Chair noted that prior Director Ena Kane, who not only documented 200 years of history for Town, also wrote letter to Library's future Director of 2021 with her wishes, goals, etc. for progress. Our current Director will pen a like letter and included will be unique distinction of having 'kept afloat our ship during worst pandemic since the Spanish Flu.' He thanked her respectfully for guiding the library through this distressful time, and her wish to move Kane's vision of being the center of community forward. Cyndi is working on missive which will be included in the new time capsule to be exhumed in 50 years (2071) at Town's 300th celebration.

- BOH latest update: The Library will continue current safety and sanitation protocols as they are working well!
- Capital Request to Town for new door to Fire Escape in upstairs rotunda submitted by Jim Ross. See minutes from December meeting: Door failure (4th item under New Business).
- Chair brought up for discussion the future of library and physical space constraints we've been experiencing for some time. If we are ever to expand the collection (we have outgrown current space given collection development requirements) and become the community center envisioned we must start the process of future growth, full ADA compliance, meeting the needs of mid 21st century and beyond. He had a conversation with our Town Administrator who said he was receptive to discussing plans for a way forward. Discussion involved possible options/opinions:
 - Offsite storage of material?
 - Use of old Center School?
 - Addition to our current building (3 felt we have a unique building with unobstructed and amazing views)

Chair asked us all to give some thought to this and we will discuss further at February meeting. He asked if any objections to his continuing these talks on informal basis with Brian Domina until we discuss further, formulate alternatives and growth option plans. No objections. It will be some years before this comes to fruition in any case. Bob Klinger also pointed out there will be federal funds funneling down to State and local levels in next few years, something we should keep in mind at present.

Abruptly adjourned at 7:06 pm when we were cut off from Zoom (due to another Town meeting scheduled for 7:00pm).

Next meeting tentatively scheduled for Tuesday, February 15th, 2022

Respectfully submitted by Sheila Powers, Trustee