

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

DATE: Wednesday, March 11, 2020

TIME: 6:30pm

PRESENT: Bob Smith, Jim Ross, Larry Ashman, Sheila Powers, Megan West, Cyndi Steiner, Resident Cynthia Allen

ABSENT: Ken Moulton

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report, Minutes of February Meeting, 2/25/2- letter from Office of Town Administrator, Performance Evaluations

DOCUMENTS DISTRIBUTED AT MEETING: Municipal budget & Specials Revenue Accounts, copy of Letter from Whately Historical Society dated 08/24/17

Opened meeting 6:32pm and moved COVID-19 discussion to top of agenda: Discussed current pandemic and fact that our demographic in Whately leans heavily toward most vulnerable segment of society; There have been many requests from library Directors and Trustee boards for guidance from MBLC and MLS concerning protocols for handling safety concerns. Many directives also circulating from neighboring town libraries. Director contacted Town Administrator who it turns out is meeting with Board of Health and Select board this evening concerning same, and will have further information following the meeting for Department Heads. For now it is business as usual unless/until Governor or MA Board of Health indicate otherwise. Cyndi has spoken with Library Associate. At this time she is comfortable coming in to work. If that changes Cyndi is confident she can work alone. Cyndi had forethought to order sanitizing wipes, jugs of hand sanitizer and cleaning supplies before the shopping panic. She was directed by MBLC to wipe down all incoming materials before circulating or shelving. All other libraries have been asked to do likewise. After discussion and in interest of keeping staff and patrons safe we voted and approved unanimously to suspend all programming & events until further notice. Chair also spoke with other local librarians re: safety & cleaning protocols. From this point we will follow Town and State policy, and add necessary library specific processes. Director will draft policy and email to Chairman for approval pending results from Town Administrator and State Directives. Director will contact Friends Group, MBLC, Presenters and all other relevant parties re: suspension of programming.

Minutes from February meeting approved with change: Final paragraph mistakenly stated nomination papers due to Town by 5/5/20, let minutes show they are due back to Town by 04/21/20.

Finance Report: Jim asked about increase in office supply expense recently, this was for extra supplies for sanitizing, cleaning, replacing cases on audio and DVDs, Clorox wipes, etc. Also noted we have \$4502 to spend on collection to satisfy 20% State Aid requirement. Director just placed \$1200 order leaving \$3300 to expend by June 30th.

Director's Report: We were asked to have patron computers accessible for residents completing census report. Cyndi and Emma will assist, but not complete any part of census. Cyndi has completed some census training. Programming suspended at least through May 1st, pending further information on COVID-19. Jo Comerford visit cancelled, instead will offer "virtual office hours." Small Library Director luncheon postponed as well. Cyndi stated there has been interest in information on drawings for ADA compliance project and would like to schedule informational session at Town Hall prior to 4/28 Town meeting. Resident Cynthia Allen stated we might think about video session through FCAT for local channel vs. gathering residents together? Circulation was well up for February from 2019. She feels Saturday Story Times have added to increased numbers.

Old Business: ADA Compliance Project: Jim received word from Town Administrator that this project has been marked "urgent, top priority" and moved to top of list for Capital Budgeting purpose. Bob commended both Jim and Cyndi for succinct, fact-based presentation at Finance Committee meeting. Well presented and

received! We seem to be ready for Town meeting. Performance Reviews passed on to Bob, who will be meeting with Cyndi in April.

New Business: Brought up for discussion the 2/25 letter from Town Administrator's office re: Personnel Board recommendation for salary median changes to both Janitor & Library Associate positions. Voted unanimously to approve increases to each position as recommended. Building Inspection by FRCOG: Cyndi stated inspection was very thorough and 2 immediate concerns arose: Emergency Exit bulbs require replacement, and electrician called to remedy. Also Exit doors on Fire Escape and downstairs exterior door on north wing double locked, needed to be accessible from outside with single lock. Since both doors double bored we will continue to lock deadbolt assembly only, leaving bottom door knobs open. Also interior door downstairs to north wing sticking. Inspector stated it needed to be easily pushed open, even by child. Jim will contact carpenter to remove, plane, and reinstall this door. Inspector also noted the condition of Gertrude Bardwell Room is a fire safety hazard (same stated by Architect on prior inspection) and if it will be cleaned out before pending ADA compliance project commences this will be acceptable to FRCOG. Director has researched and would like memo of understanding between all library Boards and staff (Director/staff/Friends/Trustees) clarifying the duties, responsibilities and roles of each. Director will draft template and distribute by email which can be reviewed, discussed and finalized at April meeting. As for Special Revenue Accounts Cyndi asked if she could use? Again we have to address finding original letters from Trust Attorneys stating specific use of donated funds. Bob will check at Town Hall as we believe they are in archives there. They are not at library. It is necessary to find original bequest documents. The uses noted on Special Revenue sheet are general and unclear (were inherited by current Trustee group). We have found, twice, funds meant to be spent at Trustees discretion placed in non-expendable category erroneously. We did state the Director may use the General Donation fund for programming expenses provided we are notified of the expense.

Resident and Patron Cynthia Allen had question about census. Said anyone assisting with census should be specifically trained, but since staff offered assistance only in getting to point where resident commences on-line census, we are not "training" but rather "assisting" with technical aspect of completing on line, or answering inquiries based on public announcements from Census Board and Library Training relevant to census. Cynthia also inquired about informational video presentation for ADA compliance project, Director will contact FCAT or check with Town Clerk about producing presentation for this prior to Town meeting in late April.

Ended 7:26pm

Next Meeting Tuesday April 14, 2020 at 6:30pm