

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

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**DATE:** Wed., October 12, 2022

**TIME:** 6:00pm

**PRESENT:** Bob Smith, Chair; Jim Ross, Fred Orloski, Cynthia Allen, Sheila Powers and Cyndi Steiner, Library Director

**ABSENT:** Bob Klinger

**DOCUMENTS DISTRIBUTED BEFORE MEETING:** Agenda, Directors Report, Minutes of 09/14/22 Trustee meeting, Municipal budget report, Director's report, proposed Challenged Books Request for Reconsideration, Library capital improvements proposal, list of proposed maintenance projects

Minutes of September meeting: Accepted with changes

Finance Report: Will be reviewed at next meeting after Director circulates Town approved FY23 budget so we have clear starting point

Director's Report:

- Note change in circulation figures (Sept 2018: from 8348 to 834)
- Mass Save energy audit completed several years ago could not be located, and as program is free of charge Director will call about having new energy audit done
- UMASS Library System and ALA have collaborated to produce series of 4 webinars for all library staff. Cyndi, Julie and Kimber will attend the following free of charge:
  - 1<sup>st</sup>: Customer Service
  - 2<sup>nd</sup>: Essentials of Intellectual Freedom
  - 3<sup>rd</sup>: Equity, Diversity and Inclusion in Libraries
  - 4<sup>th</sup>: Positive Interaction to Make Libraries Welcoming & Empowering for All
- Mini splits now working properly. After Rich Strong techs repaired, they were unable to program new mother board so Manufacturer Tech was called to service. To date a bill of \$1200 submitted by installer, we believe new board will be covered by warranty but are unsure at this point given nature of breakdown (rodent damage)
- Library as Approved Cooling Center: Policy for Town buildings as cooling centers still a work in progress so until complete and clarified we will not approve. Of concern are the following issues:
  1. Supervision of patrons, children, pets – in the case of library we have too little staff to have to supervise or enforce rules around use which will include no pets, children supervised by parents not staff, no food allowed. The facility will be for residents to sit & relax quietly in cool/heated environment, read, use wifi or library computers, and other allowed activities during regularly scheduled working hours.
  2. Our aging, fragile septic system is of concern when in constant use. Once Town completes policy we are able to amend and write our own but until this happens we will not approve use of facility as heating/cooling center.
- Challenged Books Request for Reconsideration Policy (with discussed amendment) was accepted by roll call vote and will be added to Library PPO manual as part of Collection Development Policy. (appeared on both Director's report and as new business on agenda)

#### Old Business:

- ADA Project – final bill from JWA: After meeting with Town Administrator and Selectboard who did not feel ARPA funds appropriate source of funding, it was discussed that they may come from free cash but would need to be presented to Finance Committee for consideration which would require entire project be reviewed from beginning. It has simply become a complicated issue requiring much time, meetings, discussion. Bob K. and Jim Ross will approach Town Administrator once more and decide whether to push for Finance Committee approval or pay from Special Revenue funds. Update at next meeting.
- Use of Funds by Director: A proposal was read by Jim Ross that would provide a fund for Director's use which would not require Trustee approval. Currently she has use of petty cash and staff writing grant proposals to Cultural Council for funding of summer reading program, also a Senior program. We are collaborating with CFCE through Union 38 to share other programming. Will need to ask Town Accountant (FRCOG) about setting up individual line item in budget specifically for library programming/event scheduling. Note from prior meeting minutes that Director only has to check with Chair or one Trustee for approval to spend State Aid or General Donations which she has contributed to. This fiscal oversight falls within responsibility of Trustees Board. Jim noted it is not just for this Board or Director but will carry into future and feels strongly that some individuals are more aware and educated than others in spending of municipal funds and this constitutes best practice for all Library Staff, Director(s) and Board.
- Long Term Planning/Priorities: A subcommittee will form to review and consider our annual, seasonal, recurring and one-time maintenance needs. Cynthia suggested needs be separated so that ongoing repairs/maintenance become part of annual municipal budget, and a second priority list of emergency, one-time projects and capital projects be drawn so we can clearly see and prioritize immediate needs and cost. From there we can discuss budget and funding sources and approach accordingly. Fred and Cyndi will work together on this and communicate with Chair, report at upcoming meetings as to next steps.
- Fire Door in Rotunda: Update from Jim Ross that he spoke with Greenfield Glass and as soon as materials on order received the fabrication process will begin and contact made to schedule installation. Time line unknown on parts/material.
- Knock Box for library: Is on order and once received Fire Chief will be contacted for best install location. It was paid for by an anonymous donor (thank you AD!).

#### New Business:

- Challenged Books: (see above under Director's Report). Note that 2022 had highest number of challenged material requests since tracking began so we are wise to prepare for challenges and have policy ready. A number of requests to ban or restrict such material have been raised in other libraries both within MA and nationally.
- Centipedes/millipedes found in restrooms – Janitor checking and taking measures to alleviate. Director feels issue improving and will keep an eye on it. Unsure whether this was due to recent construction? Or possibly brought in with book donations?
- National Library Week: Is 10/16/22 through 10/22/22 – Trustee reminder for event/program coordination.
- Sheila announced resignation effective November 30<sup>th</sup>. Will follow in writing to Chair.
- Fred reminded us any capital requests for upcoming year will need to be presented in December before Capital Planning committee.

Adjourned 7:28 pm. Next meeting Wednesday 12/14/22 6:00pm