

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

DATE: Tuesday, February 11, 2020

TIME: 6:30pm

PRESENT: Robert Smith, Megan West, Jim Ross, Larry Ashman, Cyndi Steiner, Sheila Powers, Ken Moulton

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report, Minutes of Jan meeting,
DOCUMENTS DISTRIBUTED AT MEETING: Endowment Funds & Municipal Budget Report, Draft letter
To Historical Society Members, Complete & Incomplete Annual Evaluation forms

Minutes from January meeting accepted with amendment: 'Donations in memory of Ralph Farrick' should read 'Ed Farrick'. Also comma after Dec should be a period.....

Financial Report: On remaining municipal budget we have 4 ½ months remaining and no concerns to date. Sheila asked Jim to add grid lines under line items so we can look from category to balance remaining columns easily. On endowment funds we clarified the \$1180 reflected in Dickinson Maint. fund was for emergency light repairs by electrician (lamp post rewiring & installation) and emergency rail repairs to ramp. Also there is a pending \$560 electrician's bill for timers/lighting resolution which will be taken from municipal budget line for maintenance (with Bob Smith abstaining.) Jim also noted on special funds that the Community Foundation of Western MA (aka Duda fund) has increased to \$211,765 due to interest accruals, so that fund has recouped not only the \$7500 we requested in 2019 for feasibility study, but increased 9.4% on principal.

Director's Report: Since emailed Director's report sent out Cyndi was contacted about a Small Library luncheon & forum on March 13th which she will attend. She also stated excitement over upcoming performance by Sarah Clay (who has also performed at Carnegie Hall!). She had question about disposition of discarded books since Friends voted to discontinue annual book sale. We thought Matt was bringing 1 or 2 boxes at a time to Transfer Station, he has brought one to date and doesn't seem inclined to bring more. Sheila, Bob and Megan offered to stop by on Saturdays and grab a couple boxes but asked Director to request Matt continue to bring boxes down on his weekly trips there, as we requested. The storage wing requires cleaning out and we could possibly hire another dumpster in May if budget allows. In discussing book sale we asked what events would happen that weekend since it is "festival" weekend in Town? Other than tag sale there was nothing further planned. We tabled discussion until next year (after July 1st). Director also noted Bernardston Public Library has annual spring book & plant sale, Karen Stinchfield, their director, stated she would take good, used books if we could get them to her, which seems a better use than throwing them away. Director noted Julie Webster offered assistance with updating/changing/amending current library website (one linked to Town domain). The Library in the Woods event has been scheduled for April 25th. On 2/24/20 Cyndi will be attending census training for local librarians. She also inquired about getting some new substitutes since Holly Johnson now working in South Deerfield, and Suzanne Bell will not return until April. These are for fill-ins which happen occasionally. We asked Cyndi to touch base with some local librarians about possibly "borrowing" some of their part time or temps as needed. Young adult culling is in progress by Emma Z. The Saturday Story Times ^{are} continuing and well received. Since last meeting and mention of going wireless Cyndi checked with IT person from CWMars and they recommended we do not. Hardwiring to staff computers would maintain speed and stability. Circulation in January was 860, up 25% from 2019.

Old Business: Jim met with architect re: ADA compliance and she assures us bid-ready plans will be ready by mid-April. This was important as April Town meeting vote will predict whether or not funding is possible for this project and if so, we will need to launch bid process as soon as possible. Architect also stated the ramp variance allowed by State, as well as stack width allowance by local inspector are acceptable since we have

attendance at circulation desk at all times. Upon commencement of construction project, we will immediately need to install signage and lock on existing men's room so it complies with single use, gender neutral requirements for staff & patrons. As well a structural engineer will be contacting us for some preliminary drilling for upcoming bid documents. Jim had some concerns for project such as dust control, demolition, possible closings, and possible collateral damage. Margo Jones stated the we would have solid plan and timeline by the time construction begins. We again visited a possible celebration for Quint Dawson, retired Trustee Chair, and we planned for small celebration after March meeting on Wed 3/11/20. Sheila will coordinate. Bob also talked to Town Clerk about keeping minutes from years of Trustee meetings? She stated we must keep them forever since they are open Town meetings. Sheila asked Cyndi to order some storage boxes as she, Larry, Quint and Bob all have meeting documents to be boxed. Annual performance reviews will be completed and dropped in envelope at library for Bob to gather. Sheila's evaluation form was handed over at meeting.

New Business: Sheila, Ken and Megan ^{4/21} all up for election this year and need to pick up nomination papers at Town Office, due back to them by ~~5/5/20~~. We reviewed action and letter drafted to Historical Society re: removal of items from Gertrude Bardwell storage area and agreed to table until May 1st following Town Meeting. Bob Smith also spoke to Town Administrator Brian Domina about that issue. It is fact they are not a Town Board, nor funded by Town, nor pay storage for use of this area and for many years have been aware they need to find alternate space but have not done so. Should construction begin this year that area must be emptied and all items removed, after which we require open access to that room. As noted by Chair this situation cannot be mitigated in any other manner. Director has received updated copier not in use by PD, and asked for assistance in moving this to copy area, and removing old copier. Larry will assist (as of this writing the move and installation has happened, so thank you!)

Next meeting: **Wednesday, March 11, 2020 at 6:30pm, Celebration to follow for Quint Dawson.**