

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

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**DATE:** Tuesday, May 12, 2020

**TIME:** 6:59pm – (by Zoom video and telephone call in)

**PRESENT BY VIDEO/AUDIO:** Robert Smith, Larry Ashman, Megan West

**PRESENT BY TELEPHONE LINK:** Sheila Powers, Jim Ross, Cyndi Steiner, Library Dir.

[Because other Town meetings are happening concurrent with tonight's Trustee meeting, there were some issues with all signing on to scheduled Zoom Meeting]

**ABSENT:** Ken Moulton

**DOCUMENTS DISTRIBUTED BEFORE MEETING:** Agenda, Minutes of March trustee meeting, Minutes from Emergency March Trustee meeting re: COVID-19, Municipal Budget spreadsheet, Trust Fund report, Director's report, C/W Mars Suggested Protocols for Reopening library, Email Communication between Chair & Town Administrator re: ADA Lift Access project, Ongoing email string between Architect & Building subcommittee for Lift Project

**DOCUMENTS DISTRIBUTED AT MEETING:** None

Motion to Accept March regular meeting minutes made by Megan West, seconded by Larry: Roll Call followed: Megan West: minutes are good; Bob Smith: Aye; Jim Ross: Aye  
Sheila Powers: Accept; Larry Ashman: Accept

Motion made to accept March Emergency meeting minutes made by Sheila Powers, seconded by Bob Smith: Roll Call followed: Bob Smith: Aye; Jim Ross: Aye; Larry Ashman: Aye; Megan West: Accept;  
Sheila Powers: Accept

Financial Report: Presented by Jim Ross, noted only concerns are whether we have now met requirement to spend 20% of municipal budget for collection development in order to receive next year's State Aid funds? Addressed by Director, she received communication from MBLC stating we have met requirements, also stated we could complete & submit waiver for same. She also has further bills to submit against the \$3452.48 remaining so that number is actually inflated, and she will be placing more orders. Only thing that may affect State Aid would be if Town decimated FY2021 budget. She has talked with MBLC twice on this. States she will forward memo received from Liz Babbitts regarding same. There also seemed to be a sharp increase in Electrical for May? The Eversource bill crossed in mail with payment so the May amount \$432 included a previous balance of \$272, which credit will be used against future charges. Bob Smith mentioned he has not been able to visit Town Office and research archived Library Trust fund information as there are reduced hours. Also stated he does not feel the Finance Committee will vote to fund or move forward on any Capital Development requests for upcoming year. At this time Chair says we must accept that Lift Project tabled indefinitely. They are meeting tonight, and we will know more following meetings of Select board, Finance Committee. Director stated that in prior conversation with Town Administrator he mentioned he felt at least 25% of Town Revenues may be lost as a direct result of the COVID-19 pandemic. It may well be 3 years before State finally recovers! Architect Funds voted at last year's Town Meeting: According to Town Administrator this was not part of omnibus budget but was a separate special article so automatically will move into following FY.

Director's Report: Cyndi confirmed State Aid requirements have been met. At March meeting we voted to suspend all programming through May 1<sup>st</sup>, so thought another vote would be needed as to when we could commence program/event planning? Per Chair that is entirely up to Town and Board of Health, both dependent on Governor's announcement on May 18<sup>th</sup>.

Director's Report (continued): Cyndi asked whether she should begin cancelling June events? Chair pointed out we could ask them to provide "virtual" concert for benefit of our audience vs. cancelling? Cyndi will follow up with Performers on this. It does not appear at this point that large gatherings such as concerts will be allowed, but again must wait for directive from State, Town. Director also confirmed receiving communications from MBC, MLS and C/W Mars that even though Governor may allow reopening of libraries they still await more information regarding process, social distancing and safety measures. Early recommendations include separating entry and exits if possible, safety guards at circulation desk(s) and of course keeping patrons distanced. More to follow. Cyndi has upcoming ARIS workshop as well as Collection Development seminars to attend to maintain certification for both Library and State Aid requirements. Prior to tonight's meeting she also attended partial Select board/Finance Committee meeting and at this point it appears all departments may be level funded for FY2021. Should this occur Chair asked Cyndi to download, complete and have ready for signatures the waiver for MBLC State Aid. Basically we would receive only slightly less than prior years. It is likely we will need to apply. Director also noted other local municipalities have already been asked to cut budgets, some by as much as 20% so is thankful Whately seems to be in good financial standing.

Old Business: Review of email string from Margo Jones, Architect, re: Lift Project. Timing may be moot at this point, see discussion in Director's Report section re: meeting of Select board and Finance committee this evening, pending outcome. Next on agenda was presentation for Town Meeting – tabled pending further word from Select board of Capital Projects. Town Meeting schedule: TBD at this time. Cyndi's performance review will wait until she and Chair can safely meet.

New Business: Bob's wife received call from library neighbor, some slates have blown off in recent high winds. Bob and Larry visited, Larry contacted Florence Roofing on 4/21, they added us to their schedule....no idea when that may be. Plans for reopening Library: Are dependent on Governor's actions, then Town and Board of Health reaction. Nomination papers due back to Town Office April 2020: Sheila submitted by email per Lynn. Megan obtained signatures but was unable to get to Town Office for submission, suggested she correspond with Lynn, see if there is any flexibility? We are unaware if Ken Moulton took out papers. Note we can all write in candidates. Motion to adjourn made at 7:26pm, seconded, Roll Call: Bob – Accept; Sheila: Accept; Megan: Yes; Jim: Aye; Larry: Aye

Nest Meeting: Tuesday June 9, 2020 6:30pm

Venue TBD (will email prior to meeting to see if safe to meet in person or via Zoom)