

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

DATE: Tuesday, January 14th, 2020

TIME: 6:30pm -

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

ABSENT:

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report, Minutes of Dec. meeting,

DOCUMENTS DISTRIBUTED AT MEETING: Finance Report & municipal budget, Performance Evaluation Forms, MBLC State & Local Aid flyer, Report of Campaign Finance Funds (to be completed & returned to Lynn Sibley), Emergency Rail Repair Bill w/ W-9 form

Minutes from Dec. meeting accepted with this change: "Dam" funds should read "Damon" funds. Under Financial Report section

Finance Report: With 6 months posted against municipal budget we have spent \$36,789 of \$74,784 budgeted so have spent 49.19% to date. We received fuel in January and are utilizing old boiler to supplement energy used by mini-splits. Emergency rail ^{repair bill} fund will be taken from Endowment funds as it is not usual maintenance. Cyndi will submit for payment using Dickinson Expendable Maint. fund. We also gained \$1787 in our general Donations due to donations in memory of ~~Ralph~~ Farrick and Joanne O'Shea, as well as late fines turned over to Town by Director.

Director's Report: FY2020/2021 due to Town Administrator January 6th, submitted by Director after review with Jim and Bob. Director noted 2020 is Census year and stated we will have a census worker in house to instruct any resident in completing census on-line or on paper. Feb school vacation event scheduled by Director will be Game Night on 2/19 at 5:30pm, with refreshments provided by Friends Group. There will also be Saturday Story Time throughout February, programs at 10:30am, sponsored by CFCE. Cyndi would like to continue this event and will ask around for volunteers, or possible grant money to continue this program. Other February event will be a Paw Patrol Party which has been successful in past, and will be scheduled for late morning. (And Jim Ross knew all the characters!) Director applied for and was awarded 4 grants from LCC which will cover summer reading kick-off, a John Root program for attracting pollinators, a professional storyteller interactive event with Rona Leventhal and finally Sara Clay, musician. Sara Clay will be co-sponsored by Friends Group as part of Winter Music series. Director also noted we have been chosen as one of 24 rural libraries to sponsor an event based on the book "Braiding Sweetgrass." The book showcases our indigenous people and land. In partnership with Sunderland and Deerfield libraries Cyndi looking into Mindfulness for Seniors program, work in progress. Also presented flyer from MBLC for this year's upcoming legislative breakfast, topic will be State & Local Aid to libraries. Cyndi also noted it is the 70th anniversary of our library (12/17/50) and she would like to plan celebrations throughout year such as: Trivia questions about Town history, memories from patrons/residents of early library days, essays by Whately Elementary School students and a historical program with help from Judy Markland. Also suggested we may want to dedicate this year's Tree Lighting event to the Dickinson Family. As for Town warrants, we are audited every two years, therefore Cyndi was told we don't need to hang on to those any more than that. Bob will check in with Lynn regarding how long we need to keep Trustee meeting minutes (in case we ever need to research anything), and Cyndi also offered a file drawer for storage of same. Sheila has a few years, as do Larry and Quint, as well as current chairperson. Megan West suggested possible GMO topic event for library, will give contact info to Cyndi to reach out and possibly schedule. Director also asked for assistance in getting unused books from last year out of basement. We discussed, and asked her to have Matt J. remove a few at a time as he goes to transfer

station, and if he needs another hour per week to get these cleared that was approved. Trustees also offered to stop and grab a box or two on their way to Transfer Station, if Matt can't handle all....

Last, Bob commented on our Library Associate, Emma Zyskowski, who was seen assisting one of our elderly patrons to their car. Good Work, we will acknowledge!

Old Business: ADA Compliance project update: We were turned down by MA Office on Disability for grant submitted to them. Jim contacted MA Rep. Natalie Blais to see if she could review, find why we were not awarded anything? Jim also noted he met with Town Administrator Brian Domina and they discussed alternative funding, or a Plan B, possible going to Capital Planning to request funding. Brian will add to agenda for Town meeting in April. If we are able to secure funds of 75K from Town, we still have 15K unused from Phase II ADA Compliance project, and the remainder possibly to come from Duda fund. In discussion we believe both the Selectboard and Town will question why we are sitting on these funds (left for maintenance purposes in perpetuity) so feel we should come up with funds if also requesting same from Town. Until bid actually goes out we won't know exact figure, although \$140,000 was initial estimate by architect. Jim states he will contact Margo Jones again and get her back to table. It is important that we have bid-ready drawings ready to go should this pass at April Town Meeting. A walk-through with Planning Committee happens this Thursday 01/16/20 at 9:45am for anyone interested. In conjunction with this project we spoke at December meeting about parking lot extension. Jim was told by Facilities Mgr/Highway Super that it would be taken care of by Town as they are also repaving elementary school driveway, so it seems we do not need funds or further discussion on this.

New Business: Bob mentioned he is now receiving Duda Fund paperwork at his address (Portal accessed and all requests go directly through Trustee Chair), but it still had Quinton's name on it. He will contact them to correct. Performance Evaluation for Director occurs in April, blank annual evaluation forms handed around and are due back (completed) to Bob at February meeting. Access to south storage wing downstairs, now occupied by Historical Society will become necessary when ADA project begins. We will need full, wide open access to this area which houses all our mechanicals. When we last had to move their goods, we were "taken to task" by one of their members for not "protecting and being responsible for" their stored items, and the electrician we hired was "spoken to" by one of their members in an uncourteous, unprofessional manner. When the project begins this facility will be forever changed and access to that area must be handed back to library. Bob will draft letter for February meeting, wait until proper time to mail. It was also noted by architect while inspecting the facility to prepare plan that the room as is, with items everywhere, is actually illegal. No access to electrical panel to cut power without moving much of their stored items. As well the fuel tank resides in that room and must be free and clear. Jim did ask Town Administrator for alternate storage suggestion/recommendation as it is inevitable they will lose this space once our own space is altered by ADA Compliance project (we will lose 3 closets, one of which is internet and modems, that in turn will need to go into mechanicals room, as will possible Janitor Supply items. We have no room left in north storage wing for footage that will be lost when project moves forward. So that space is not only sorely needed now, but in future as well. Outside light timers are being replaced with 7-day timers following a letter stating that the study in 2015 concluded "overwhelming opinion by neighboring residents that lighting in center district be less intrusive." With 7-day timers we will cut parking and walkway lights on days/evenings we are not open, leaving portico & drop box lighting only. Cyndi noted neighbors to north (Regina Lobello and daughter Christine) stated their issue with lights shining in family room has been remedied, but we still have to replace old timers that are not working. Jim responded to letter, written by Donna Wiley, and stated this is on the agenda and favorable solution in progress!

End: 7:28pm

Next meeting Tuesday, February 11th, 6:30pm