

S. WHITE DICKINSON MEMORIAL LIBRARY TRUSTEES MEETING

DATE: September 14, 2022 via Zoom meeting 840 9322 4538

TIME: 6:00 pm

PRESENT: Bob Smith, Chair; Cynthia Allen, Fred Orloski, Jim Ross, Bob Klinger,
Cyndi Steiner, Director

ABSENT: Sheila Powers

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Minutes from 8/9/22 Meeting, Director's Report, Municipal budget FY23 review, Cooling/Heating Center Policy proposal, Library Maintenance list

Prior Minutes:

- Jim Ross wanted to point out the Whately Town Accountant has classified both State Aid and General Donations under Special Revenue accounts. He feels those classifications cannot be changed, and that the only reason for them to be reclassified is to change the access to those accounts by our Director.
- Minutes approved as written by vote of 3 yes; 1 no; 1 abstention

Financial Report:

- Special Revenue budget not available from Town Accountant.
- Library has been level-funded for three years – with rising fuel costs there is concern there will need to be budget increases next year to address fuel price increases.
- Clarification and brief review of Municipal Budget & process; as well adjustments to certain line items.
- Cost of Alarm Monitoring not included in original FY23 budget – adjustment to add \$1000.

Director's Report: New since report was sent out–

- Mini splits have not been fixed (replacement part arrived broken), additionally rodent damage to wiring discovered.
- Problem with house centipedes in restroom; Custodian will attempt to seal possible entry hole.
- Teen Open Mike series, which Whately was co-hosting with Ashfield, cancelled due to loss of venue space. Money for event from Whately Cultural Council to be returned.
- State Aid will be different this year because of last year's construction project budget.
- Library in the Woods group is in flux at present due to various time commitments.
- Amazon business lines of credit will no longer be accepted as of January 10, 2023.
- Blinds/Shades for stack room – 1 quote received from Budget Blinds (\$1,961.24 installed); waiting for 2 other quotes.
- Additional AIRS numbers – FY19 11,167 total circulation & 7,340 visits
FY20 11,015 total circulation & 4,494 visits

Old Business:

- ADA Compliance project –outstanding invoice from Jones Whitsett Architects for ADA non-compliance waiver assessment for adult stack room, their firm was going to bring to Boston on Library's behalf. Jim Ross had already worked through the process with the local building inspector, who issued a Certificate of Occupancy for the ADA Lift building project. Because of the CoO, JWA's work on the waiver was not needed. Since work was done, the bill must be paid. Trustees would like copies of any & all documents and report by JWA. Town Administrator Brian Domina recommended Trustees use remainder of construction account (\$736.51) to pay invoice, then contact Selectboard to request additional monies (\$3,500) necessary to cover the shortage of bill. Suggested money come from ARPA money (American Rescue Plan Act). Chair will send letter to TA, who will present to Selectboard. Motion made and unanimously accepted for this to happen.
- Chair spoke with Town Administrator regarding discretionary spending – was told it is up to the Trustees to vote on a policy which they see fit for use of those accounts/funds. Will discuss when the entire BoT is present.

- Long Term Planning – ongoing maintenance list started and presented by Jim Ross. Items include both one-time items (some of which would need funding), as well as an ongoing building maintenance list.
 - First repair item should be concrete front steps. Short term fix can be done by JR. Recommendation for long-term solution is to consult with a mason and potentially use FSB. Will ask town about capital improvement funds for long-term fix.
 - Library's heating system is 2-part; the mini splits (closed system) and a backup system with steam boiler. For the last 10 years JR has been monitoring boiler to ensure it is regularly filled with water during heating season. He would appreciate others Trustees learning how to do this maintenance job.
 - Question about repairing walls in Duda room from flood damage. JR believes insurance monies from claim have been expended, and that walls are in good shape. Perhaps we can look into painting walls.
 - Electrical upgrades in Director's office needed. Questions about potential grants to cover some of the costs of electrical upgrades.
 - People have tripped (but not fallen) on ADA ramp where it meets concrete landing. Solution to prevent this from happening needs to be figured out.
 - Knox box (for Police or Fire department access) discussed. Bob Klinger will coordinate for instillation with Fire Department. Previous Trustees (2019) voted to use money from State Aid to purchase box.
 - Review of other items on maintenance list.
- Fire Exit door replacement – waiting for Greenfield Glass to build and install.
- Book challenge updates – Cyndi watched MBLA presentation on topic; to date no one has questioned any books in our collection. Some local libraries are promoting banned books in order to bring the issue to their community's attention. Whately will address any requests to challenge and remove a book from collection on a case-by-case basis per our policy. As a scholar for the Holocaust Museum, Bob Smith shared that it was college and university students who brought books to be burned at the beginning of the Nazi era in Germany.

New Business:

- Use of Library as one of two potential heating/cooling centers for Town. Is there any opportunity to have our current system upgraded by Town? Are there any grants, because Whately is a green community, to make improvements to heating and cooling systems. Is our "elderly" septic system up to handling a significant number of people using it simultaneously? The Library can provide ADA accessibility, seasonally appropriate temperatures, and internet connections. Will our systems be able to handle extreme heating and cooling needs? Being open 26 hours/week limits availability of the building. For long-term disasters the Civil Defense emergency shelter is the Whately Elementary School. Is this weather-related use only for Whately residence? Who monitors people using the library in these situations? Would there be any expectations for the Library to be open additional hours? If so, who would pay staff's salaries? During the winter the Library is often closed in extreme weather conditions, which would limit use of building as a heating center. Library capacity – 64. Bob Smith will discuss these concerns/issues with Town officials.

Historical note: prior to getting mini splits Trustees went to Capital Improvement Committee requesting funding for project and pitched the idea of the Library as a potential cooling center for Whately's elderly residence.

- Reminder – building's heating is a "one zone" system, so when the library is not in use during winter months bathroom doors need to remain open.
- Fred Orloski suggested looking into reduced cost electricity (from solar) for Town buildings – is Library eligible?
- Request for Trustees and Director to add items to Maintenance List so budget may be increased accordingly. Last Mass Save energy audit done in 2016, Cyndi will review any suggestions made and bring to next meeting.
- Tree Warden noted 2 trees along Chestnut Plain Road have issues. Dead limbs will be removed, in hope that will help overall health of trees.
- Special Town meeting in October may or may not happen.

Adjourned: 7:14 pm

Next Meeting: Wednesday, October 12th 6:00 pm