

S. WHITE DICKINSON MEMORIAL LIBRARY
TRUSTEES MEETING

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DATE: Tuesday, March 08, 2022 via Zoom meeting 832 6818 9476

TIME: 6:04pm

PRESENT: Bob Smith, Chair; Bob Klinger, Sheila Powers, Megan West, Cynthia Allen, Jim Ross,
Cyndi Steiner, Library Director; Susan Baron, 250th Co-chair

ABSENT:

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, February meeting minutes, Amended January minutes, Director's report, Municipal & Trust Fund summaries

DOCUMENTS DISTRIBUTED AT MEETING: None (remote Zoom meeting)

Prior Minutes:

- Approved by 5 Trustees then present
- Minutes from 02/19/22 special meeting to be recirculated by Bob K. as not all received

Financial Report:

- With 3 months left will track closely, revisit in June and if deficits within municipal budget must look to Trust funds to see us through.
- At bottom of municipal budget is reporting of balance remaining of Architect fees approved by Town. We will repurpose the balance to the actual Lift Project at Special Town meeting to be held on March 23, 2022. We have also requested an additional \$5000 to cover change orders and additional costs associated with Lift Project (deep cleaning once physical project completed).

Director's Report:

- FY23 budget presented to Selectboard & Finance committee 02/15
- Associate Training continues. Library Associate settling in comfortably and continues training with Director in All aspects of library functions.
- Library staff creating display of nation's library cards in conjunction with National Library week in April.
- Time Capsule: Rough draft of letter by Director to her successor will be placed in 2071 Time Capsule. This will be circulated for review to Trustees by Director.
- Circulation: 556 Items in February vs. 477 one year ago
Total visits in February 171 (168 browsing, 3 curbside)
- Events upcoming include Konmari "Clear Your Home & Mind: Less is More" on 03/09/22
Virtual Music Time on 03/03/22, 03/24/22 at 10:00 am
- MBLC continues to accept reduced hours in terms of State Aid requirements.
- Director, Associate continue cleaning. In process discovered old wooden flagpole and will contact Historical Society for dating & archival purposes. Original drapes from R.M. Duda community room which were custom made will be more carefully folded and stored for future use.
- Late fees & Fines: We do not charge at this time (in keeping with other libraries) except for lost, damaged or stolen books or articles. Replacement or original cost expected. According to Director 72% of libraries have now made permanent decision to become fine free. Will revisit this policy in FY23.

Welcomed Susan Baron, 250th Celebration Co-chair to meeting at 6:29pm to discuss dedication of Town Gifts on Monday, June 20th, 2022:

- Director working with 250th committee & Friends re: scheduling. Friends are providing funds for Bad News Jazz Band for June 20th dedication event.
- Approval for bench to be dedicated tbd. We were able to look over 3 options and provided feedback on design/style/material.
- Time capsule dedication: 250th committee reviewing possible option for traveling display of items placed in 2071 time capsule, before burial in June.
- 250th committee will discuss possible ideas to coincide with Juneteenth holiday and share at next meeting of that committee.

Old Business:

- ADA Lift project moves ahead. Dust concerns discussed and how best to mitigate: If tarping or using plastic between wings this will cut air circulation. Staff continue cleaning & dusting. Vacuuming recommended to take dust out, with use of Hepa filters in vacuums. Bob K. will leave off his shop vac and Hepa filter(s) at library tomorrow morning. Director will shop for Hepa filters for library vacuum if it doesn't already have them and will purchase more filters as needed. There is also plastic on site previously left off for use. Jim Ross noted most demolition work is done so continual surface cleaning will mitigate dust remaining. Director will let us know if more help or thorough cleaning necessary before project completion, is aware on daily basis and she and Associate "doing ok" to date, grateful to have facility open. They will also use N95 masks moving forward to assure they are best protected.
- Contractor currently cribbing & enforcing steel support beams between floors, wiring going in, plumbing commenced (water shut off for day without notice, this will be addressed at next construction meeting on Thursday 3/10 at 9:30am as well as language noted by staff). Staff invited by neighbor to use facilities and water.
- Lift will be bumped out another few feet into rotunda (to accommodate steel carrying beam in rear of shaft) which constitutes change order. This should be minimal given work is less, not more.
- Trustee noted new floor downstairs had not been protected prior to start, this will also be discussed at upcoming construction meeting. Sheeting or tarping collection discussed but would this discourage patrons from browsing? Would it mean closure?
- Wrap up Plan: Vacs with Hepa filters, all staff including janitor will help with cleaning, clean and remove part of rotunda collection to space in fiction wing slowly, continued surface cleaning, and mark items that belongs to individuals or library so they remain at library. Share hours and closures through our email blast, on social media so patrons know when open, possibly look into NextDoor app for sharing. If additional N95 masks needed they can be obtained free at CVS for household members.

New Business:

- Director Annual Review due in April. Chair requested Trustees all complete annual review (blank evaluation forms circulated by email) and return to library, Cyndi will let Bob know as they come in. Chair will collect & collate and a review will be completed with Director in April.

Adjourned at 7:09pm

Next regular meeting Tuesday, April 12, 2022 (as Town Zoom schedule allows)