

S. WHITE DICKINSON MEMORIAL LIBRARY

TRUSTEES MEETING

=====

DATE: Tuesday, April 12th via Zoom meeting ID 833 7418 1098

TIME: 6:00pm

PRESENT: Bob Smith, Chair; Sheila Powers, Bob Klinger, Megan West, Cynthia Allen, Jim Ross, Cyndi Steiner. Library Director

ABSENT:

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report, Minutes of 3/8/22 meeting, Municipal & Special Revenue funds reports, Lift Project Expenses recap, Fine-free libraries in our area, Personnel Committee letter re: Librarian Salary, Lift Project change order for fire alarm system memorandum from Chair

DOCUMENTS DISTRIBUTED AT MEETING: None (remote meeting)

Prior Minutes: 02/22/22 special meeting minutes approved with changes; Minutes from 3/8/22 meeting approved with corrections.

Financial Report:

- Collection Development exceeded by \$822 for FY22. We either buy nothing for next 2 ½ months or reclass large purchase for current Children's Reference collection to special revenue account 823 (Cane fund). There are also further expenses to be posted for FY22 to Collection development line item. We will leave as is for next 30 days, further purchases will be taken from State Aid account and we will revisit at May meeting.

Director's Report:

- Annual maintenance performed by Rich Strong HVAC, cleaned mini splits and interior heads and recommended a thorough cleaning once lift project complete to remove dust and debris from both inside units and outside units. Bill of \$150+/- to be expensed to Maintenance.

Old Business:

- ADA Lift Project: building committee looking for clarity in expenses from contractor. Working with Architect to resolve and hold GC to account. Change orders submitted but signatures withheld until numbers discussed, explained and made very clear. It is a work in progress at this time.
- Library Fines: have been suspended since beginning of pandemic and several surrounding towns have become fine free permanently (109 members of CWMars). Motion raised and seconded to waive fines on permanent basis unanimous approved.
- 250th Celebration for June 20th: Director has reached out to FRHS for student volunteer to read Emancipation Proclamation during event, waiting to hear back. Display at library in works and Director will be present to check out books. According to co-chair of 250th Committee the final decision on bench design in progress. Possibility of hot-air balloon rides also in works. We were informed fireworks display will be shot from behind library. With 600' height these will be seen from all flat areas in Town. Fire department will be prepared and on standby for safety purposes on this evening.
- Minutes from each meeting, once approved, must be sent to Town Clerk to publish.
- Programming: Director would like to try scheduling some in-person events: Has tractor event scheduled for 4/30/22 (thanks to Mahar's). Ed The Wizard scheduled in June and could be held outside. Director currently discussing two programs with FC Conservation District which would be partially inside, and part outside for hands on education. One will

be for children, one for adults.

- Director hoping to plan Open House once Lift Project complete to welcome patrons to view completed project as well as browse.
- In person meeting of Trustee Board: is practical as long as we offer as hybrid meeting which would require laptop or tablet set up to allow access to those “zooming in” to view and participate.

New Business:

- Following Town meeting we have been approved an additional 5K toward left project; As well an amount of 14K repurposed from architect fees to actual project.
- Evaluation forms for Annual Director Review have not all been returned. Chair will need there to collate and complete evaluation and schedule review date with Director.
- Personnel Committee sent letter (previously emailed by Chair) re: median salary for Librarian. Requested response to discrepancy in salary range. Recommendation to raise salary from \$22.93 to \$24.68/hourly unanimously approved following vote.
- Megan West noted Library Giving Day recently came and went, we should keep on radar in future as this is missed opportunity. Other libraries sent emails, posted signs and posted directly on library web pages. Some offered digital “donate” buttons as well as written check options. (ex: Forbes Library raised over 25K this year!)
- Circulation computer: still showing signs of failure. Request for 5K submitted, no word yet status, although request deemed “secondary” and is primary concern right now. Director to obtain estimate to replace this unit asap and network to printers. Once received will circulate to Trustee Board as we require some idea of replacement cost.

Adjourned 7:28pm

Next regular meeting Tuesday, May 10th, 6:00 pm