

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

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DATE: Wed., December 14, 2022

TIME: 6:00pm

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

ABSENT:

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report, Minutes of 11/09/22 Trustee meeting, Municipal budget report, Estimates for blinds in Adult Stack Room (2), Library Municipal Budget, Website link to Strategic Plan, Draft Operations Manual.

Minutes of November meeting:

Sheila's last meeting minutes. No comments, unanimously accepted.

Director's Report:

- First round of MA State aid arriving soon. Library will receive \$2,295.19 this year, which is \$1,072.21 less than last year. Cyndi believes the drop is because part of the reporting included the \$150,000.00 that was put towards the Lift project. Inclusion of which was required as part of the annual reporting.
- Collection Development, Cyndi is down selecting to one vendor, Ingram. This should simplify Cyndi's job with fewer invoices.
- Bob Smith asked about the low amount shown on the Finance Report for Collection Development so far this year. Cyndi believes this is due mostly to orders that have been placed not yet arriving.
- Whately has been awarded a grant by Mass In Motion. Cyndi took part in last night's Town Selectboard meeting with FRCOG, (Franklin Regional Council of Governments) and Life Path, the Area Agency on Aging. The grant is to help residents age in place and find resources to do so. Part Cyndi's plan to increase Library presence in the town with resources and programs in this area. The grant has started and is in planning process. Last night's meeting was part of the planning process. The next step will be a follow on meeting with others from Whately who will be involved to come up with plan on area to focus and how to make them reality.
- FYI, Lynn Sibley, Whately Town Offices, is retiring February 28th. The select board approved her resignation at last night's meeting.
- Circulation numbers are rebounding wants to reintroduce in person programming next.
- Jim Ross had concerns about lack of in person programming. Discussion of what has happened with other Libraries. Jim shared a conversation he had while recently at the Town Offices about lack of children's programming. He is worried that not having events and programming may lead to a reduced amount of funding from the town. Larry asked what is scheduled for this coming year? Cyndi has a children's program scheduled in January and Julie is working on some drop in programs. Jim shared that other local libraries, Montague Library, Tilton Library, Meekins Library all have a full programming schedule with things going on most days. Cyndi brought up concerns over size of staff and only having 3 people in Whately. Bob Smith asked if she could use volunteers? Cynthia asked about previous programming that was successful? Cyndi listed previous programming, pre-pandemic, and which worked and which didn't. Bob Smith offered to help Cyndi make a plan and outline of upcoming events.
- Kieras Oil will come end of Feb 28, 2023 for a furnace cleaning. The last cleaning was done in 2018. There oil tank is ½ full, still waiting to hear back from Kieras on filling the tank.

- Two quotes for window treatments in the Adult Stack room. Cyndi will forward the Trustees the estimates with basic descriptions, products, etc.

Old Business:

- ADA Project – Door is not closing correctly, requires some slight pressure. Repairman did not show up yesterday because he was sick, they have rescheduled.
- Update on Library Procedures Manual. Draft was sent to all Trustees. Still working on document and appendixes. Working towards a document that provides basic information, best practices, on how the library operates and how to operate the library. Cynthia has been working closely with Cyndi to make this happen. Current document should be completed in January, will be living document and updated as needed. Suggestions for improvement are requested to current document, send to Cyndi.
- Holiday Tree Lighting. Approximately 32 people on wet and rainy night.
- Duda Fund Status. Started with \$200,000, spent \$82,500 on Lift Project, current balance, as of earlier today, is \$170,027.44.
- Status of Applications for Various Improvement Projects.
 - Front Steps. Bob Klinger contacted a mason, gave him a scope of work, got a possible material to use, and got a not to exceed limit. The material needs to be cold resilient, and resistant to de-icing chemicals. Bob Smith, knowing the Trustees had discussed removing the upper portion of the handicapped ramp, increased the masons not to exceed number by \$2000 and made an application for \$7,500 to the Community Preservation Committee before the application deadline. The first part of this process is to meet with the Whately Historical Commission which meets next Monday.
 - Report from Keith Bardwell, annual inspection of drains and other issues. Jim drafted a letter to the Community Capitol Improvement Committee outlining results of Keith's documentation. The letter to the committee recommends:
 - Repairs/repainting/reglazing to the East wall windows
 - Hire mason to repair/repoint as necessary the two chimneys on roof, including a copper cap to the northside fireplace chimney
 - Electrical issues
 - Looking to submit to Capitol Improvement Committee
 - Fred reached out to 3 local electricians and got estimates from 2
 - Estimates are not apples to apples so comparisons are difficult
 - Jim raised concerns about instant hot water heaters under sinks under sinks and ADA issues
 - Fred will get back to electricians and plumbers to get comparable numbers
 - Fred will write up submission and get paperwork in before deadline
- Update on Special Town Meeting. After successful voting at the Special Town Meeting:
 - A few days ago Bob Smith received an email from the architect and they have been paid in full
 - Cynthia asked when we will get a copy of the Report?
 - There will be no Report since we stopped them and actual time had been spent by the Architectural Firms employees. What we provided met the Towns requirements for payment, but no Report.
 - Cyndi's raise was approved retroactively to July 1st, 2022.
 - Now, and going forward, she is now being paid at a rate comparable to the average of other Library Directors of Libraries our size.
 - The back pay has not been resolved, but being worked on.

- Finance Report. Jim - after review of new Municipal budget, no irregularities jump out. Warning about electric bill going up. Special Revenue Accounts, can Cyndi write in her monthly Director's Report when she receives revenue, outside of interest, or draws from one of these accounts? Cyndi said she would.
- Director's Budget, Cyndi will resend budgets in bigger type font. She followed 2022 in coming up with numbers for 2023, still has time to make adjustments. Numbers are due to Brian in January and we go in front of Finance Committee in February.
 - Phone lines, we have three. Town is now asking that we pay for our phone service. Question was asked, does Highway Dept., Police Dept. pay their own phone bills? Cyndi will find out and report back.

New Business:

- Library Director requesting time off on 12/27 and 12/28. Approved
- Strategic Plan and Planning
 - Our Plan is good till June of 2024, Starts and ends at Fiscal Year
 - Cyndi attended the Small Library Community Workshop, with primary focus discussing Strategic Planning. MLS has resources available. Suggestions:
 - Coordinate with Town of Whately Master Plan, align goals of each where possible
 - Neighboring Libraries or MLS can help facilitate community meetings
 - Perhaps Whately Town Moderator could help facilitate
 - October 1st 2024 is deadline for us to submit our Plan to MBLC
 - Our action plan for 2024 was submitted to MBLC and approved
 - Bob Smith requested that Cyndi put together a list of what needs to be done every month so we can break this down into smaller chunks

Adjourned. Next meeting Wednesday 1/11/23 6:00pm