

S. WHITE DICKINSON MEMORIAL LIBRARY TRUSTEES MEETING

DATE January 11, 2023

TIME 6:00pm

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

ABSENT none

DOCUMENTS DISTRIBUTED BEFORE MEETING Agenda, Director's Report, Minutes of 1/11/23, proposal for First Amendment Audit Policy, draft of FY24 budget, quotes for window blinds from Budget Blinds & Affordable Blinds, email from Town Administrative Assistant regarding phone bills, Municipal budget FY23, Library trust accounts 2023, list of comparable Franklin County CWMars libraries.

Minutes of December meeting: Slight wording amendment. Unanimously accepted with correction.

Financial Report Adjusted salary for Director (per Special Town meeting vote). FY23 municipal budget now \$79,712. *Note 20% of budget needed for collection development so we qualify for State Aid – we will adjust at end of fiscal year. Special revenue – withdrawal from Dickinson account to cover mini split damage summer 2022.

Director's Report

- Question about equipment for upcoming speaker - all set up and in working order.
- Library Associate who has taken another position has reduced hours to 1 day/week & 1 Saturday/month (25 hours/month). Director and other Associate will cover remaining hours.
- First Amendment challengers & audits of collections at other libraries in Franklin County have resulted in people intimidating library patrons from parking lots. To date no issues in Whately. Director has preemptively put restrictions on patrons entering staff-only areas behind circulation desk. Challengers will be given copies of behavioral policy, first amendment policy & business card with Director's contact information. Board unanimously accepted First Amendment document as written.
- Blinds – 1 quote does not cover all 7 windows in stack room. Trustees requested a site visit to view material, installation options, and methods of operation. Director will arrange with vendors for site visits.

Old Business

- Lift does not operate the same as an elevator, firm pressure must be maintained on button entire time of operation. Suggested a note be placed in lift for those unfamiliar with difference.
- New fire door installation completed. Should help with energy efficiency since the fit is tight. Push bar remains locked at all times. Keys in Director's office and lock box.
- Capital improvement application for east side of building includes removal of window screens; sanding, reglazing & painting of window jams and moldings [excluding stack & children's rooms] as needed. Caulking to roof around chimney & cover to flue as fireplace is no longer in use. Second capital improvement application for electrical upgrades & on-demand water heater.
- CPA application for front steps repair requires additional information for Whately Historical Commission. Bob Klinger could not find references given by WHC. BK reached out to Umaco, Inc. (manufacturers of coating/sealing product) for information on if their product and if it meets guidelines from Department of Interior Historical Preservation. WHC has requested real life examples of other historic buildings who have used sealant along with reports of how well it performed. Mason will be

best type of contractor to do repairs of both concrete steps and bricks. Question for BoT – should we coat only repaired areas of stairs or the entire entryway - which would require temporary removal of handicap ramp? Jim Ross brought up issue of ongoing deterioration of front steps, and noted they are in need of immediate attention. JR recommends using an alternative de-ice material (magnesium chloride) rather than salt (calcium chloride). Cynthia Allen reminded BoT that previously Trustees had decided to liberally salt sidewalks and steps to prevent patrons slipping on ice during the winter.

- Fred Orloski wonders if, with so many maintenance/renovation issues, BoT should prioritize needs.
- Secretary position on Board of Trustees – former BoT member Sheila Powers volunteered to transcribe minutes from meeting recordings. Larry Ashman will reach out to SP.
- Procedures Manual – Director has made corrections, as well as added appendixes. LA will review. JR noted Library’s municipal operating budget [with exception of encumbered funds] does not roll over from year to year.
- Annual FY24 budget needs to be turned in by end of week. Corrections, questions, and adjustments of various line items discussed. All town departments pay their own phone bills. Director will request extension because of number of line items needing further input/information.

New Business

- Strategic Plan – BS and Director will come up with plan of our plan
- Building maintenance subcommittee formed of Jim Ross, Fred Orlowski & Bob Klinger.
- Programing – Cynthia Allen expressed displeasure with how the lack of programing at the Whately Library had been brought up at previous meeting by BoT member. Her opinion is that this was not done in a kind or productive manner. At previous BoT meetings the Director had clearly expressed her understanding that she needs to grow in this area, and had requested help with this part of her job from the Board. Additionally, if comparisons are going to be made between Whately and other libraries, then they need to be “apples to apples.” There is no value in comparing Whately to towns with larger populations, library staffs, or different hours of operation. Nor does it make sense to compare our library to libraries in different counties. A list was sent of Franklin County libraries comparable to Whately [population, number of days open, etc.] which include Leverett, Shelburne, Colrain. Since there is a huge variation of programing offered by libraries it still is challenging to compare Whately library with other libraries in this area. If the BoT wants to improve programing at the Library, we should be realistic about goals and seek ways to achieve them.

After the December meeting Chair Bob Smith worked with Director to come up with a robust set of programs for January – including a MLK presentation, a plant talk by Whately resident John LaSalle, and two other lifestyle programs.

Moving forward the Director has asked for future programing help from the BoT with:

- BoT member introducing a presenter (or covering the desk)
- Supporting program events by attending
- Helping brainstorm future events

- April 4th, 2023 is Library giving day. Megan West, former BoT, had previously offered to assist with event. Director will contact.

Adjourned: Next meeting Wednesday February 8th, 2023