

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

DATE: Tuesday, June 9, 2020

TIME: 6:36pm

PRESENT: **By Zoom Meeting video or telephone:** Robert Smith, Larry Ashman, Sheila Powers, Jim Ross, Megan West, Cyndi Steiner, Dir.

ABSENT: Ken Moulton

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, May meeting minutes, Director's report, Financial report & special revenue accounting, Curbside pickup procedures, Email from Chair
Re: ADA Lift project update, reading lamp choices to review for rotunda room

DOCUMENTS DISTRIBUTED AT MEETING: None

Minutes from May meeting accepted by roll call vote:

Sheila Powers – Accepted

Jim Ross - accept

Bob Smith – Accepted

Megan West - accepted

Larry Ashman – accepted

Financial Report: It appears we will be returning to Town some \$12,000 in unused funds for present fiscal year, although we have a couple of outstanding bills, purchases and an encumbrance yet to be posted. Library has been closed for a full quarter of our fiscal year. Megan asked whether this is normal? Jim explained it is not, we usually spend within 2K-3K of budget but this has been an extraordinary year given pandemic. Jim asked Cyndi to look into Eversource spike in May, she will follow up. Second part of State Aid was received by Town \$2739 for library account bringing our Trust accounts funds to \$149,048.36. Chair is of belief that Town Administrator will request level funding for all Town departments for FY2021 and results of Select Board meeting tonight will be circulated to department heads by Brian Domina. Also Cyndi stated she did receive Year-End procedures from Town Accountant.

Director's Report: Is minimal this month since we've just partially opened to allow staff in. With decreased operations we have served about 25 patrons in 5 days of "Curbside Pick-ups." Both Director and Chair feel we may be serving patronage this way for some time, as it does not appear we can reopen for public or serve as we have in past given phased reopening and restrictions in place. Plans for any kind of reopening to public tabled until we have word that public will be allowed back into facility. Cyndi has been researching at all levels the guidelines and procedures we must follow when that happens including but limited to: special hours for those in higher risk category, social distancing in library including at circulation desk, decreased hours of operation to allow time for cleaning and sanitizing of all surfaces within, etc. Director has proposed plan and flowcharts ready, feels we will need 48 hours once announcement has been made to open doors to put plans in place, as well Trustee Chair will need to post Agenda for Trustees to meet and review plans/hours/variables and vote to open building and accept proposed reopening plans. Sneeze guard installed and in place, was paid for by Town as they created & are tracking all COVID-10 related supplies for departments.

Old Business: Andrea's Landscaping did spring maintenance. No word yet from Florence Roofing of scheduled slate roof repairs, but we do know we are "on the schedule." ADA lift project denied by Capital Planning board however, we have applied for CPA grant (?) funding and they will link directly with Architect for needed documents and requirements. We were two days late applying last year so have reapplied this year. Note that annual Town Meeting has been scheduled outside on June 23rd at WES, to allow for social distancing.

New Business: Development of plans for next phase of reopening put on hold until further word from state & Town boards. Town received letter at Sandy Lane address from library neighbor on north side concerning bicyclists who stop at our facility. Since shut-down they have been using back yard and gazebo area to relieve themselves, and one even defecated behind tree on boundary line. Since she was in her barn at the time she sighted him and was upset enough to finally write to Town. Cyndi called and spoke directly to her, she stated this has been happening often since the facility is shut down. Town Administrator asked Chair for permission to post sign on library property regarding same (and hopefully will write wording for this sign). Also brought up that in previous meetings we had discussed posting a "patrons only parking" sign but at the time agreed it was not welcoming so did not take action. We agreed it would be preferable to combine the two and post a single sign, then Town Administrator could tell neighbor we have done our part to resolve the issue by posting, and further policing the area. Motion made to have Brian Domina compose sign for posting, and voted to accept motion by roll call:

Bob Smith – accepted
Jim Ross – accepted
Megan West – accepted

Larry Ashman – accept
Jim Ross – accepted

Noticeboard outside library – has deteriorated and sill below glass is rotted. Jim Ross asked Tony Mason for estimate to build new sign, and Sheila obtained quote from Workable Woods in West Whately (Shawn Allen) to repair existing sign. Shawn's quote was \$750 - \$1000 depending on hours and he would prefer removing and taking to shop. We will await Tony Mason's estimate to build new sign but in meantime this should have been acted upon and Jim will complete encumbrance forms for current FY in the amount of \$1000 so we can get this going! Reading lamps for upstairs rotunda room: Because we lost light in that room when old bulbs blown and removed, we looked at choices previously circulated by Sheila. Jim stated it was important we have classic lighting to accent that room. We reviewed choices and Cyndi will forward those two agreed upon to Janet at Town to order through Amazon before June 30th. Jim will also contact electrician and ask him to run wiring in rotunda for outlets and USB chargers if possible. The sooner we can get this done the better (next FY budget). Last, Sheila asked Bob Smith if he will consider remaining Chairperson on the Board for the next year? All agreed we would like to have Bob remain as our Chairperson. We are thankful!

Adjourned 7:25pm

Next regularly scheduled meeting July 14, 2020 6:30pm, venue TBD
Possibility of earlier meeting depending on reopening status, we will be informed.