

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

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DATE: Wednesday, June 15, 2022 via Zoom meeting 870 3364 5084

TIME: 6:00 pm

PRESENT: Bob Smith, Chair; Cynthia Allen, Sheila Powers, Fred Orloski, Megan West,
Jim Ross; Cyndi Steiner, Director

ABSENT: Bob Klinger

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda, Directors Report, Minutes of May 10th
Meeting, Municipal & Special Revenue Funds Reports, Library Giving Day Information

DOCUMENTS DISTRIBUTED AT MEETING: None – remote meeting

Welcome to newest Trustee Board member Fred Orloski

Prior Minutes approved and accepted (by roll call) of 4 Trustees then present; Fred O. abstains

Finance Report:

- We are very tight as we approach June 30th, Director instructed to use State Aid funds if necessary.
- Chair cautioned we need to review specific line items for FY24 budget including maintenance, (adding Smoke/fire monitoring, annual inspection of elevator). Energy costs also increased significantly over past several months.
- The ADA Lift project came in within \$600+/- of budget.
- Also noted for the record on municipal budget: it was not within control of Director that we are overbudget, this was HVAC expenditure indirectly due to Lift project that was not included in that bid, got expensed to municipal budget as a necessary expense prior to commencement of Lift project
- Jim Ross repeated at this meeting his belief that the \$150 spent from General Donations was ‘against Ma Gen’l Laws for an individual to extract money from a special revenue account without additional signature or oversight’. Sheila begged to differ, will research.

Director’s Report :

- Director announced that Town has awarded to her as Department Head ARPA funds sufficient to cover new computers/technology for library (to replace broken and non-upgradeable equipment which was declared surplus equipment by roll call vote of Trustees). Motion brought & seconded allowing Director to move forward with purchase. Also awarded was an additional \$5000 for replacement of current failing Fire Escape door. Jim Ross noted that according to Building Inspector we will now need an approved architectural drawing for this.
All bills for above MUST be submitted through Library Director so funds drawn from the correct account.
- Director also found Town has contract with Canon Technology Equipment and explored a lease of new, color AIO copier/scanner/fax. She found a monthly lease, including parts, service & maintenance as well as toner for a wireless copier will cost us \$50.90 monthly plus copies (black & white .08/color .55), copy size up to 11 x 17”. All computers could be networked in, and we could also produce in-house posters, flyers. Toward end of this 5-yr lease we could upgrade & renegotiate as needed. Motion brought & seconded allowing Director to enter lease, accepted unanimously by roll call vote. Present copier declared surplus equipment (will be used in trade above) by roll call vote of Trustees

- Director Salary increase as recommended by Personnel Board and approved by Trustees for FY24 was raised by Director, stated Trustees only need to give notice to Town Administrator for increase to be added to FY23 budget. Chair will need clarification from Town Administrator.
- Director will be taking 1 week vacation in 2nd or 3rd week of July, will assure adequate coverage.

Old Business:

- Building Maintenance: Sewer system at library – is now approximately 60+ years old and fragile so the better we treat it now the longer it might last. It is a unique system running approximately 100' out from building and replacing it would mean drilling through community room floor, and the mess that would entail should it fail. Cautioned we need to start requesting Town put aside funds now for this eventuality. We will post signs asking all users to please respect our aging system and flush nothing other than toilet paper!
Currently installed grab bar does not allow toilet paper holder to be filled, we have placed a temporary dispenser in new ADA compliant restroom. Trustees will also review how best to cover over the hole left in wall once that original dispenser removed.
- Fire Alarm system – backup line has fault, keeps tripping alarm which has been reset twice daily. Director knows how/when to reset. Waiting on Verizon as we were told it is fault in line.
- New lift inspected, waiting on elevator technician so all staff can be trained in operation. Awaiting paperwork from inspection for posting.
- Final punch list items following Lift project include remounting bulletin board in entryway that hold our certifications and annual inspection certificates. Also painting on handicapped restroom door needs finishing.
- Glare upstairs is definitely impacting collection, discussed how best to remedy. Some thought cleaning and rehanging custom drapes and curtains (sound deadening, light blocking) was necessary ASAP as collection is primary concern, not aesthetics. Also discussed companies that may give us quotes for other window treatment types. One Trustee observation was we have beautiful woodwork we are hiding, another Trustee stated that with Storm windows we could not hang/install brackets inside the windows, any “new” treatment would still have to be hung on actual woodwork. A motion was brought and accepted by roll call vote for Director to obtain quotes for next meeting, including alternatives to present protection, as well as cleaning and rehanging of current drapery & curtains. It is important as the sun is currently “bleaching” collection and ruining DVD cases because of lack of protection from glare. This is not in FY23 budget.
- Front Door cleaning and painting: It was noted the front doors to library are in need of cleaning, Director asked to have janitor purchase and clean with TSP, he has asked Roger Huard who stated he will paint these doors for us free of charge but we must provide materials/paint.
- All is set for 250th dedication event at library. Director has collaborated with that committee and band performing to assure event well organized and 250th committee agenda followed.

New Business:

- Thanks to Megan West for information researched on Library Giving Day. She and we have felt it a missed opportunity and suggestions/recommendations given for next year. In almost all libraries the primary ease of donating was through a donation button on web page. Some were sponsored by library, some by Friends organizations. Some offered benefits to enhance giving, such as matching donations, or recognition at programs & events. Chair asked if Megan would consider assisting with next year's Library Giving Day? He will contact her after 1st of year. Cynthia again noted that Larry Kuttner of West Whately had previously offered to assist with website design/addition of donation button.
- With above in mind Chair thought we might consider a Development committee to plan for where we want to be in 10 years time. Sheila asked if this was necessary as we supposedly have a fund-raising arm, Chair clarified this would be larger projects, possibly capital projects and planning over long term. Most entities use a development committee for such purposes.

