

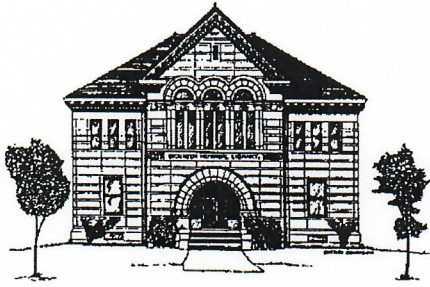
# DICKINSON MEMORIAL LIBRARY

115 Main Street Northfield, Massachusetts 01360

413.498.2455

FAX 413.498.5111

dmemlib@cwmars.org



## **Board of Library Trustees Meeting Tuesday, November 6, 2018 6:02 p.m. MINUTES**

**Present:** Jon McGowan, Deb Kern, Nolan Kitfield, Paulina Borrego, Lloyd Parrill, Deb Potee  
**Absent:** Margot Fleck    **Citizens Present:** none

**Jenny Papageorge, Community Foundation of Western Mass:** Offers 1.25% costs on the gifts annually. They will handle all the gift processing, as donors would have checks written to Community Foundation with funding noted, online payments with credit card, and they would process deposits, give tax receipts, and send thank you notes, as well as filing all of the tax paperwork.

- For our timing, Jenny recommends possibly their Global Growth portfolio, sample 8.6% annual return (i.e. for last year). We could also choose based on investment profiles we might wish for: renewables, non-fossil fuels, etc., in order to further encourage individuals' interest.
- Our estimate is under 3 years for time with money coming in/our spending going out. They can hold and process funds for us and when they are needed, they make a grant back to the library. Endow Fund uses just the income in their spending policy and the Advise Fund allows you to spend down (both of those were mentioned as related to nonprofits, which we are not). Minimum holding is typically \$10,000 and they can give 3-5 years to build up to that. Jenny recommends that we look at the Advise Fund to start and then perhaps convert or add an Endow Fund.
- Once assets are given to the Community Foundation, they are technically owned by them. They can also handle legacy gifts, bequests, stocks, funds, etc.
- Jenny would like to have the fund set up before we begin fundraising. She could show us examples and give us feedback about materials that we would be sending out.



- Jenny will research what we need to do with regard to Town of Northfield ownership and oversight. This would need to be sorted out before the fundraising began.
- When we develop a plan, Jenny and others at the CFWM will give us feedback.
- The Community Foundation of Western Mass has an online portal for checking the accounts, the gifts, how it is allocated, etc.

For our situation we are looking at a list of Historic Preservation projects that would be ongoing. Deb Kern will confirm what we as Trustees are able to do within the fundraising process and how we would liaise with the Friends. Perhaps the Friends might kick off the whole thing! Being in touch with Patrick at the Hadley Library might be a good idea as they are a step ahead of us in this.

### **Secretary's Report**

Minutes for June and September were presented for signatures, all accepted. The October meeting was uneventful as there was no quorum, therefore no minutes.

### **Treasurer's Report**

- We had an oil bill which was no surprise. However, the budget line for electricity for 2019-2020 will need to be increased just to allow for coverage of the increase in the cost of each kWh.
- Paulina also shared with us each the Sasaki publication of a study of 'Public Libraries in Massachusetts, An Evolving Ecosystem'.  
<https://mbic.state.ma.us/ecosystem/ecosystem-report.pdf>
- The Trustees are encouraging Deb Kern to take her vacation and personal time as it is accruing at a great rate!

### **Director's Report to the Board of Library Trustees**

#### **BUILDING BUSINESS**

#### **Work Orders.**

Painting the stairway hall going from the first to second floor.

#### **Restoration Project: Trustee's Room**

- **Chairs.** No progress.
- **Fundraising Opportunities to Look into.** A recent email from the Shelburne Falls Library suggested the following as funding opportunities for funding historical restorations: *Community Foundation of Western Mass, the National Trust for Historic Preservation, the MA Executive Office of Administration*



and Finance Grant, and the MA Cultural Facilities Fund (for which we would qualify under the age requirement in 2022: Reading the guidelines for the MCFF a municipal building, to qualify, must be either 50,000 square feet with 50% of the building devoted to cultural purposes or the building must be 125 years old.) **TO BE CONTINUED**

**Tortuga Grant.** The Friends received an email from the Tortuga Foundation so we may be receiving another, very much appreciated grant. Deb is considering using a bulk of this funding for a Children's Librarian to support our weekly programs for children, summer reading for children, etc.

#### Other.

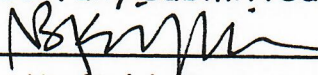
- **Library Website:** The Friends of the Library have agreed to fund a new website! Deb Pontius of Northfield will be working with Deb Kern to transfer our site to the more stable Wordpress platform. It will be more responsive and will be optimized for mobile device use. It will also have Paypal or Square for people to use to make donations to the Friends.
- **Local Updates:** Town Accountant Deb Mero retired October 31st and Tax Collector Barb Brassor has retired as of November 30th. Both have offered to come back and work hourly until replacements have been hired. Our Director Deb Kern speaks so highly of their prompt, accurate, and gracious work for all questions she posed over so many years! It will be difficult to find replacements for this combined 59 plus years of experience.
- We received notice this week that the budget is due on November 19th. Deb Kern will talk to Lois about turning it in after our next Trustees' meeting.

	Circ FY17	Circ FY18	FY 17/18		Att FY17	Att FY18	FY 17/18
Nov	38030	4163	8.69%		2081	1907	-8.36%
					2081	2218	6.58%
						Includes 311 people on Halloween	


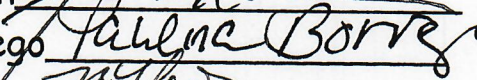
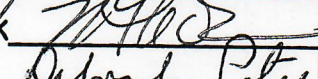

**NEXT BOARD MEETING** The next board meeting will be December 4, 2018 at 6:00 p.m.

**Meeting Adjourned: 7:04 p.m.**

Respectfully submitted,

  
Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan   
Paulina Borrego   
Margot Fleck   
Deb Potee   
Lloyd Parrill 