



DICKINSON MEMORIAL LIBRARY
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Board of Library Trustees Meeting
Wednesday, March 4, 2020 5:00 p.m.
MINUTES

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

Secretary's Report

Sadly, she was absent. D. Potee volunteered to scribe for this meeting. Minutes for February and March will be presented for signatures at our next meeting.

Treasurer's Report

The information about Cow Power was tabled/under advisement until next month per treasurer's request.

BUILDING BUSINESS

Food Pantry. Food pantry's past record shows that the library agreed to pay for lighting while Food Pantry would pay for electricity. New recommendations are being written up by Steve Roberto. New Freezer will be \$10 a month. Deb reviewed the recommendation and it was decided that the Library will ask for \$200 a year from the Pantry to cover our expenses. With a new freezer, new outlet circuits will be needed and the Pantry will be paying for this.

Radiator Vents. New radiators vents were purchased on the cheap for about \$150 and immediately did not work. Better, more expensive ones were then purchased for over \$400 so this venture cost about \$600 all total because the cheap ones could not be returned due to them all being opened and used.

Elevator Inspection. Elevator inspection will happen on the 6th of March.

Automatic Door Opener. Automatic door opener needs to happen to increase accessibility and will cost \$2,500. Vote taken to approve this.

Moved/Seconded/Unanimously Approved

DIRECTOR'S REPORT

Cencus. Deb Kern went to Census workshop to learn to help patrons who may need help with online computer access. Reported that it was a helpful experience. She

will be at Senior Center from 11-1 on March 18th and Squakeag Village on March 27th and April 1st with library laptop to guide people through the filing process.

Senator Comerford's Visit. This event was a success with about 30 patrons attending.

Out of State Fee Change. It was decided by vote that the library will increase out of-state annual fees from \$35 to \$50 for anyone who wants a library card. According to MBLC's FY2018 statistics, Northfield spends \$54 per capita in support of the library so it makes sense to charge this increased amount to any who wish to use our library from out of state. **Moved/Seconded/Unanimously Approved**

Staffing. Temporary page position was tabled as it is time consuming work to train someone new and currently, the time is not available. Circulation assistant position has happened and Deb Kern will be moving forward with the hiring process.

Performance Evaluations. Performance evaluations are now required for all town employees per request of Selectboard based on their job descriptions. Each person has to do one and the Trustees have to do one for the Director. We will all work together to write one.

Annual Report. Annual Report was due March 1st and Deb will be working on this soon!

NEXT BOARD MEETING The next board meeting will be Tuesday, April 7, 2020.

Meeting Adjourned: 6:52 p.m.

Respectfully submitted,

Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan_____

Paulina Borrego_____

Margot Fleck_____

Deb Potee_____

Lloyd Parrill_____