



DICKINSON MEMORIAL LIBRARY

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Board of Library Trustees Meeting

Wednesday, May 5, 2020 6:04 p.m.

MINUTES

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

Meeting is initiated with Chair Jon McGowan with the relaxation of the Open Meeting Law for Remote Meeting due to COVID-19 adjustments. Posting was as required for ensuring Public Access. (see footnote)

Secretary's Report

Minutes for February, March, April and May are going to be presented by Deb Kern to the Town, hereby signed (all have confirmed that digital email versions are accurate) virtually so that they can make it to record in a timely manner.

Treasurer's Report

Deb Kern has read aloud the amounts, and she will move ahead with payments for those as read and recorded in the audio record.

Temporary Procedures for bill signing. Recommendation from the Town Accountant:

"(Trustees) need to sign off on bill schedule not each invoice, and they can give Deb Kern power to sign off so (we) do not have numerous people touching the same documents. I would recommend having only one person sign off for the next few warrants."

Salaries: Pay Period 21: 4798.04 Pay Period 22: 4787.38

Expenses:

Town Appropriation:

Gift Fund:

State Aid:

Electric: 155.24

Programming: 27.99

Materials: 79.98 (Hotspot)

Materials: 594.40

Fuel: 661.00
Water: 250.00

BUILDING BUSINESS

Food Pantry MOU. The Trustees would like to support the revised agreement with appliances as noted now at \$200 annually, paid in July, to be changed if appliances changed. The Food Pantry Manager will be the only person with a key for the library. The Food Pantry will be notified if there is a power outage for Food Safety.

Moved/Seconded/Unanimously Approved

Food Pantry Electrical Work. Sam is working with Sean Murphy Electric to install a new panel for the Food Pantry freezer. The cost to the Food Pantry is \$575 including the cost of the permit. Work will be delayed at this time, however.

Continuing ON HOLD

Article for automatic door opener

Prices for generator

Art restoration for children's room paintings

Fundraising for restoration project

Greenfield Coop Money Available

Work Requests Completed

DIRECTOR'S REPORT

Update on staffing. Deb Kern is working from home and going into the library 4 times a week. Jane and Deb work in the building Tuesdays, Wednesdays and Fridays. The Food Pantry has been open every Saturday so Deb has been going in - just to be in the building. Deb Potee and her family have also been assisting. Matt has started coming in on Mondays and Thursdays. Tim is continuing his work finding small projects.

Update on Budget Procedures. Director Deb Kern spoke with Tony Matteo the other day. The Finance Committee met last week and as of right now there are no budget cuts for FY20; and there may not be any requests to reduce the FY21 budget we submitted in January. Deb did relay to Tony that the state will be allowing more waivers this year, just as they did in 2008, as long as the library's

budget is not cut disproportionately - not more than 5% - compared to other departments.

Curbside Delivery. Our curbside delivery is going well. We have limited it to Northfield patrons and we are doing between 6 - 14 bundles for patrons Tues - Fri from 11 - 3; and a couple on Saturday. We are using precautions to deliver items in a sanitary and safe way.

Reopening. We are ahead of the game, already doing curbside pickup. Looking ahead, some plans are in place for consideration already: plexiglass shields, staggering work hours, limiting individuals in the library at a given time, doorbells at the back, change of hours, etc.

75% of funding for at least some of this work will likely be from a COVID-19 Fund through the Town Hall.

On the less gloomy side, there are many people working on the how-tos of reopening safely - the MBLC, CWMARS, a group of directors statewide, a small group of librarians in Western Mass. We will get there eventually.

Digital Statistics

	<u>Overdrive</u>	<u>Overdrive Ad</u>	<u>Kanopy</u>	<u>Hoopla</u>	<u>RB Digital</u>
<u>Feb</u>	<u>366</u>	<u>1</u>	<u>50</u>	<u>60</u>	<u>x</u>
<u>Mar</u>	<u>326</u>	<u>2</u>	<u>68</u>	<u>107</u>	<u>x</u>
<u>Apr</u>	<u>454</u>	<u>2</u>	<u>74</u>	<u>134</u>	<u>40</u>

NEXT BOARD MEETING The next board meeting will be Tuesday, June 2, 2020 at 6:00 pm.

Meeting Adjourned: 6:41 p.m.

Respectfully submitted,

Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan _____

Lloyd Parrill _____

Paulina Borrego _____

Margot Fleck _____

Deb Potee _____

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Dickinson Memorial Board of Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Northfield's website, at northfieldma.gov. For this meeting, no in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event we are unable to do so, despite best efforts, we will post on the Dickinson Memorial Library website an audio or video recording, or other comprehensive record of proceedings as soon as possible after the meeting.