



## DICKINSON MEMORIAL LIBRARY

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### Board of Library Trustees Meeting

Tuesday, September 8, 2020 6:02 p.m.

### MINUTES

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

Meeting is to be 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 August were submitted to Deb Kern for passing 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. Minutes offered as shared by email.

**Moved/Seconded/Unanimously Approved**

#### 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. There may also be some expenses for COVID expenses that will be paid by grants (see below for detail).

**Moved/Seconded/Unanimously Approved**

Salaries: Pay Period 4: 4828.14 Pay Period 5: 4905.78

#### Expenses: \$1477.96

Town Appropriation:

Electric: 363.31

Materials: 1054.77

Office Supply: 26.90

Custodial Supply: 32.98

Gift Fund:

State Aid:

Materials: 79.98

(Hotspot)

COVID Expenses

#### 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."*



## **BUILDING BUSINESS**

**Food Pantry Update.** Steve Roberto sent the results after using 2 Kill-a-Watts to check the energy usage of the commercial freezer and refrigerator that were installed this summer. *See attached email.* The recent MOU stated an upgrade in appliances might result in a renegotiation of the annual electric usage fee.

**COVID Reopening Update.** Opened September 8th! Everything was ready to go except for new air filters for the AC. Sam is working on that and should be all set by the end of the month. For now, hours will be Tuesday 2-8 pm and Friday from 11 am- 2 pm. People were very happy that that cleaning went so well!

## **DIRECTOR'S REPORT**

**Curbside.** Curbside. See statistic below.

**Reopening.** Today, September 8th, was the first day! Reports from other libraries indicate we won't be overwhelmed. The plan is set for appointments from Tuesday 2-6 and Friday 11-4 while continuing with curbside Wednesdays, Thursdays, and Saturdays.

**Air Conditioning Article from the late 1990s.** For the last 20-25 years we have been rolling over the balance of the warrant article from the late 1990s that was for installation of the air conditioning system after a mold infestation resulted in the library being closed. Andrea Llamas has deemed that the article should be closed. Adding a line item for AC repair to our budget is one option. Opening a line of credit could be another.

**Town Accountain Updates.** The town is now using Hill-Town Municipal Accounting Services in lieu of a town accountant.

**Programming for the Fall.** Matt has been working on virtual programs for the fall including a mystery author panel, lamprey eels with Kim Noyes, and a book discussion for Climate Preparedness Week. Throughout the summer Matt's videos have attracted audiences of both children and adults, from here to Utah. He will be offering whatever services are deemed appropriate or needed to NES teachers and students; as well as outreach to the growing number of homeschooling families.

**Canopies.** We lost the first two canopies in the remnants of the last big storm. The two we have now are on loan from Cameron's Winery. Deb Kern would like to purchase one big canopy that is more stable. The responsibility of keeping the borrowed canopies upright is a bit much with the spate of windy days.



**Other.** As part of the Town of Northfield's Green Communities grant application the library is going to receive an air source heat pump. The heat pump will be used in the office so staff will not have to heat the entire building when they are here during hours the library is closed.

**News Flash.** Our wonderful building maintenance person Sam Stevens is leaving to take a position at the waste water treatment plant in Montague. He has been forever dependable and there was just about nothing he could not do! He was a great problem solver and will be missed. Sam worked hard to make sure the library was ready to be open to the public before he left. We are truly appreciate of those last efforts.

### Digital and Bundling Statistics

	Overdrive	Overdrive Ad	Kanopy	Hoopla	RB Digital	Bundles	Evergreen Circ
Jun	434	5	60	101	48	281	1041
Jul	449	4	53	92	78	444	2419
Aug	512	5	41	89	53	362	2067
Aug'19	354	2	33	54	X	X	4912

**NEXT BOARD MEETING** The next board meeting will be Tuesday, October 6, 2020 at 6:00 pm. Location: under the canopy at the library, weather permitting.

**Meeting Adjourned: 6:57 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](http://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.