



DICKINSON MEMORIAL LIBRARY

115 Main Street Northfield, Massachusetts 01360

413.498.2455

FAX 413.498.5111

dmemlib@cwmar.org

Board of Library Trustees Meeting

Tuesday, October 6, 2020 6:02 p.m.

MINUTES

Present: Jon McGowan, Deb Kern, Nolan Kitfield, Deb Potee, Margot Fleck, Paulina Borrego **Absent:** Lloyd Parrill **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 September will be 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 noted below. There are also some expenses for COVID expenses that will be paid by grants (see below for detail). **Moved/Seconded/Unanimously Approved**

Salaries: Pay Period 6: 4,744.43 Pay Period 7: 4,736.18

Expenses: \$1477.96

Town Appropriation:

Electric: 379.09

Materials: 3026.43

Office Supply: 126.25

Custodial Supply: 51.60

Gift Fund:

State Aid:

Materials: 79.98

(Hotspot)

COVID Expenses

Calendly \$96.00

Dispenser 60.00

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: Updated MOU. I have attached a copy of the addendum to the MOU. It states the new annual fee will be \$375, up from \$200. This number was based on a cost of .25 per kilowatt hour and the new usage numbers from the Kill-O-Watt. The payment for the adjustment is scheduled for payment in the MOU addendum.

Community Room Ventilation. We have had requests for use of the Community Room, but due to much concern about proper ventilation in not only the community room but in the whole building, we are on hold with that for now. I have made arrangements with Mike Hubbard to come and take a look and give us some advice. In the meantime, Andrea called today with the news she is ordering air purifiers for all town buildings. We will be receiving two.

Minisplit for the office-Green Communities. There was a window of hope we would be getting the mini-split next month but the committee didn't realize they had to go out to bid so it will be delayed. The company that is chosen will make a presentation to the Board explaining the process and answering questions.

DIRECTOR'S REPORT

Governor's Phase 3. Libraries opening to 50% of capacity is part of Phase 3. We are not there yet nor are most libraries in the area.

Appointment Expansion. With Trustees' approval we would like to expand our open hours by adding Wednesdays 2-6. As an experiment we want to make it walk-in and limit the number of people allowed in at any given time. We would be sure that patrons know that there will be other people in the building. As per the governor's early mandate we will make various marks on the floor signifying 6 foot distances.

Moved/Seconded/Unanimously Approved

Curbside Delivery. Originally we did not think we would be doing curbside on the days we were open to the public but it turns out it is easy to do both at once. Curbside is now 5 days a week.

Air Conditioning Article from the late 1990s. As discussed last month.

Canopies. Crossing our fingers that these make it for another month, or until we find another one to purchase, although it may be late in the season.

Request for community room use. Our custodian has requested to use the community room for his daughter's baby shower in Dec. We also are beginning to have requests for small groups to be able to use the room for meetings and get

together. Once we have results from the evaluation of the space for ventilation, we will open up this process.

Digital and Bundling Statistics

	Overdrive	Overdrive Adv	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
Sep	387	2	43	99	88	309	2440
Sep 19	360	1	19	41	x	x	3751

NEXT BOARD MEETING The next board meeting will be Tuesday, December 1, 2020 at 5:30 pm. Location: Children's Room at DML.

Meeting Adjourned: 6:43 p.m.

Approved by the Trustees:

Respectfully submitted,

Nolan Kitfield, Secretary and Trustee

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.