

DICKINSON MEMORIAL LIBRARY
115 Main Street Northfield, Massachusetts 01360
413.498.2455 FAX 413.498.5111
dmemlib@cwmar.org

SPECIAL MEETING
of the
Dickinson Memorial Library Board of Trustees
Tuesday, May 26, 2021 6:00 p.m.
MINUTES

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

Open Hours Change

Our director is in favor of aligning with the Governor's opening of Massachusetts on June 1st with a return to the pre-Covid 30 hours per week.

Moved/Seconded/Unanimously Approved

Meeting of Director Candidate

Misha Storm is here for an open meeting and informal interview as our final candidate. Given the committee's work and the result of this meeting, our Library Board of Trustees recommends to the Selectboard that she be hired in the position of director of the library beginning July 6, 2021.

Moved/Seconded/Unanimously Approved

NEXT BOARD MEETING

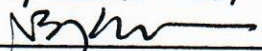
The next regular board meeting will be Tuesday, June 1, 2021 at 6:00 pm.


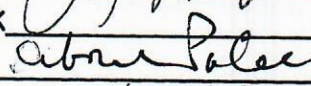

Location: Children's Room @ DML. This will be confirmed via the official posting.

Meeting Adjourned: 7:04 p.m.

Approved by the Trustees:

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

Jon McGowan _____
Lloyd Parrill  _____
Margot Fleck _____
Deb Potee  _____
Gretchen Licata  _____



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Board of Library Trustees Meeting
Tuesday, January 5, 2021 6:02 p.m.

MINUTES

Present: Jon McGowan, Deb Kern, Nolan Kitfield, Deb Potee, Margot Fleck, Paulina Borrego, Lloyd Parrill 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 December have been 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

Paulina just signed the bills, which did include an oil bill, which is costing us \$1.58 a gallon for 341 gallons. The cost for the lift for gutter cleaning was our outstanding bill. Moved/Seconded/Unanimously Approved

Budget. Deb Kern has prepared a budget for the next fiscal year, which the Trustees reviewed and support as written for submission to the Town Administrator. Moved/Seconded/Unanimously Approved

Salaries:

Expenses: Dec

PP12	PP13
4846.90	4775.17

Town Appropriation:	Gift Fund:	State Aid:
Computer Main 140.00		
Electric 269.23	Programming: 230.91	Materials (Hotspot) 159.96
Fuel 539.25		
Main. Supply 415.91		
Materials: 976.30		
Off. Supply 38.97		
Repair & Main 381.22		
Telephone: 49.55		
Budget		

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

Fire Alarm. A low battery in the fire alarm caused the alarm to go off at 3:30 a.m. two mornings in a row. The first time the Fire Dept responded to a call from Berkshire Communicators. The second time a police officer knocked on Tim's door to be let into the building. Ed Brennan replaced the battery.

Building Maintenance. The town's new building maintenance is Ed Brennan from Winchester. His past experience is as a general handyman. He will be over this week to take a look around. He did come to the library with Tom and the boiler inspector.

DIRECTOR'S REPORT

Update on being open to the public and curbside. Appointment bookings continue to be steady. I went ahead and changed the Wednesday drop-in to appointments a couple of weeks ago. When combining our success – it was just getting too busy to handle

safely – with the uptick in cases in Franklin County we thought changing to 20 minute appointments would give us more control. It is working out fine so far. Curbside numbers are down but continue to be steady. Note: A few local libraries who were doing appointments stopped as the Thanksgiving holiday uptick grew. The numbers in Northfield were relatively low so we feel comfortable continuing at this time.

Programming Update. Matt has been going great guns with programs. For children he has started a book discussion group which is off to a very strong start and he will continue offering a *Take and Make STEM* craft once a month. Besides programs for the specific Northfield audience, he has been working with a group of librarians (known at the 'Libraries in the Woods' group) to collaboratively offer a number of adult programs. Upcoming programs include: local walk, homeschooling, cooking, birding, MA state parks, de-cluttering and astronomy. The Friends are also supporting programming for adults: Yoga with Libby, Tai Chi, and Meditation are all coming up.

Computer checkup. We started the New Year off right with a visit from Hank Allen. Hank works part-time at the Jones library and does IT for a number of local libraries including Leverett, Shutesbury and Erving. He did updating and troubleshooting on 4 of our computers. It is great to have someone onboard to take care of both hardware and software problems in the future. His rate is reasonable at \$40 per hour, so we are looking forward to this relationship for any computer issues.

OTHER.

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
Oct	548	6	67	86	97	298	2744
Nov	463	8	65	96	45	213	2503
Dec	560	8	43	68	56	290	2858
Dec 19	355	1	37	65	x	X0	3982

NEXT BOARD MEETING The next board meeting will be Tuesday, February 2, 2021 at 6:00 pm. Location: via Zoom.

Meeting Adjourned: 6:25 p.m.

Approved by the Trustees:

Jon McGowan_____

Respectfully submitted, Lloyd Parrill_____

Paulina Borrego_____

Margot Fleck_____

Nolan Kitfield, Secretary and Trustee 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.