



DICKINSON MEMORIAL LIBRARY

115 Main Street Northfield, Massachusetts 01360

413.498.2455

FAX 413.498.5111

dmemlib@cwmar.org

Board of Library Trustees Meeting

Wednesday, July 7, 2020 6:11 p.m.

MINUTES

Present: Jon McGowan, Deb Kern, Nolan Kitfield, Deb Potee, Lloyd Parrill, Margot Fleck **Absent:** Paulina Borrego **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 June 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. Because there is no minimum to meet for State Aid, we are returning over \$5,000 to the Town from our salary line and about \$3,800 from our expense lines. **Moved/Seconded/Unanimously Approved**

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. Summer Hours: Food Pantry will be open every second and fourth Saturday of the month. Distribution Route: While the building is still closed to the public, the Food Pantry has been offering curbside service. Rather than use the main hallway they have moved to distribute the food bundles through the back door by the furnace.

Gutter Cleaning. Sam will need a lift to clean the gutters, and the cost will be up to \$500. **Moved/Seconded/Unanimously Approved**

DIRECTOR'S REPORT

Curbside. As of July 7 we have revised our curbside delivery schedule: Tuesdays and Wednesdays: 2 - 6 pm. Thursdays: 2 - 8. Fridays and Saturdays: 10 - 2.

Delivery. Optima began delivery services on June 26th. It is estimated to take 3 or 4 weeks for them to empty out their warehouses. Libraries have been asked to only fill local holds and not send holds to other libraries until a start date has been decided. A survey has been sent to all CWMARS libraries to try to get consensus. A number of libraries - so far - have voted for July 20th.

Reopening. A few libraries across the state have begun to open - and no two libraries are doing the same thing. Our goal is to open, by appointment, in mid-August. For the August Trustees' meeting Deb Kern will have our policy and protocols ready for discussion and approval.

Pursuit of back door automatic lock and opener. Sam is looking into different options; and a combination of ideas to make entry into the back workable.

Sneeze guards. We are very, very lucky that Sam took care of purchasing the plexiglass early as there is now a shortage. We now have 2 custom-build sneeze guards to follow the governor's reopening mandates. Here are the Phase III guidelines for libraries:

<https://www.mass.gov/info-details/safety-standards-and-checklist-libraries>.

Census 2020. The week of July 21st the community room will be used for Census2020 training (unless we hear otherwise). This will be a good opportunity to test our protocols. The training will be held Tues - Fri from 8 - 4 and there will be approx.. 6 - 8 people. Sam is looking into getting a filter for the AC and then they will also be able to be outside under the tents if the weather permits.

Summer Library Program. A flier was sent to all Northfield households and another 65 were sent to Northfield patrons who live out-of-town. There are

activities to complete as well as a chance to record your reading online at northfieldpubliclibrary.beanstack.org. There will be a few prizes.

Digital and Bundling Statistics

	Overdrive	Overdrive Ad	Kanopy	Hoopla	RB Digital	Bundles
Feb	366	1	50	60	x	
Mar	326	2	68	107	x	66 ($\frac{1}{2}$ month)
Apr	454	2	74	134	40	119 ($\frac{1}{2}$ month)
May	401	3	107	101	64	193
Jun	434	5	60	101	48	281

NEXT BOARD MEETING The next board meeting will be Tuesday, August 4, 2020 at 6:00 pm.

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. 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.