

# DICKINSON MEMORIAL LIBRARY

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## Board of Library Trustees Meeting Tuesday, April 5, 6:00 p.m. MINUTES

**Present:** Jon McGowan, Misha Storm, Lloyd Parrill, Nolan Kitfield, Gretchen Licata, Alex Strycky, Deb Potee **Absent:** none **Citizens Present:** Steve Roberto & Linda Chapin

### 1. FOOD PANTRY

Steve Roberto & Linda Chapin in attendance as representatives of the Food Pantry. Steve gave us an update about the updates that the Food Pantry group has done, including some painting, plumbing, cleaning, and furnace work. An electrician will be coming in on **Apr 7, 2022** to improve the lighting with updates and LED bulbs. Shelves, a table, and level platforms at the doorway have been built. They will be bringing in a commercial refrigerator and a freezer once the electrical work is completed for the next phase of the expansion. There is an addendum with the update in appliances and the related increased contribution to the electrical cost. Steve explained that the board of the Northfield Food Pantry is involved in supervising the space, operation, and use within the library. He assured us that if there is a level of management change or an exit by the Northfield Food Pantry the space would be left in the improved condition it is in less the appliances and racks, etc. There is an addendum to the Memorandum of Understanding presented by the Northfield Food Pantry. Our Chair, Jon McGowan signed for the Trustees after the tour. **Moved/Seconded/Unanimously Approved**

### 2. SECRETARY'S REPORT

Now that we are in person, the minutes for March were signed on the paper copies and have been submitted by Misha Storm for passing to the Town. **Moved/Seconded/Unanimously Approved**

### 3. TREASURER'S REPORT

#### Town Appropriation, Quarterly Report

Account	March exp.	Balance
Custodial Supply	18.92	44.17



Electricity	367.29	1150.86
Fuel oil	510.97	3826.88
Materials	1167.71	973.31
Office Supplies	335.93	-169.80
Telephone	47.71	17.29
<b>Total</b>	<b>2448.53</b>	

**Gift Fund.** \$947.80 spent in March. \$25 deposited. Current balance = \$13,889.18

**State Aid.** \$79.98 spent in March. Current balance = \$5,886.73

This will be reduced by a purchase of one laptop to replace the oldest at this time, beginning a rotational replacement of the computers.

**Payroll.** Pay period 18 - \$4,651.47  
Pay period 19 - \$4,890.37  
Balance = \$34,440.90

#### **4. BUILDING BUSINESS**

**Furnace Update.** We had a surprise fix from Hubbard, luckily only cost us \$150. The less urgent fix has been put on hold, should be soon now that the heating season is ending.

#### **5. DIRECTOR'S REPORT**

##### **March Circulation/Attendance**

	Library Attend.	Curbside	Program Attend.	Physical items checkouts	Overdrive checkouts	Kanopy checkouts	Hoopla checkouts
Mar 2022	1231	3	322	3635	548	74	162
Feb 2022	760	6	653	3231	470	67	152
Mar 2021	131	387	328	3190	528	40	104
Mar 2020	693	66	82	2702	326	68	107
Mar 2019	1835	-	188	4016	380	45	67



## Programs - Recent:

- In March we had 3 online adult programs
  - Hummingbirds with Dana and Bob Fox
  - Lawns to Meadows with Owen Wormser
  - New Normal New England Road Trip with Ted Reinstein (LCC Grant)
- We had 4 kids Fridays: Legos, Shamrock Scavenger Hunt, Show and Tell Book Club, and a movie
- Knitting, book clubs, tech hours, story time, and StoryWalks all continue
- Spice club spice was berbere and the kids Take & Make was an index card castle.

## April Programs:

- April 15 - All Ages Campfire and S'mores Hangout, 6:30-8:30 - the Friends bought us a Solo fire pit!
- April 28 - Author Talk with Dan Bullen on Daniel Shays, 6:30 - in person and will try to do hybrid
- We will have a tiny art show in May, so patrons will be invited to pick up supplies for that starting in mid-April
- Kids' Fridays, knitting, book clubs, tech hours, story time, Spice Club, Take & Make for kids, and StoryWalks all continue

## 6. OTHER BUSINESS

**Masks.** Current library policy has changed to 'masks optional but recommended.'

## Executive Session: Staffing/Performance Reviews

The Board of Trustees have filled out a collaborative review of the Director, Misha Storm. Our Chair will sign it and submit.

## NEXT BOARD MEETING

The next regular board meeting will be Tuesday, May 3, 2022 at 6:00 pm. Location: Trustees' Room. This will be confirmed via the official posting.

**Meeting Adjourned: 7:29 p.m.**

Approved by the Trustees:

Respectfully submitted,

  
Nolan Kitfield, Secretary and Trustee


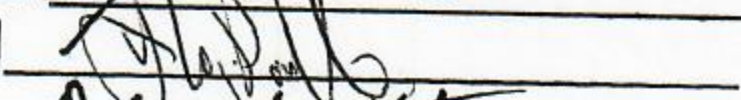
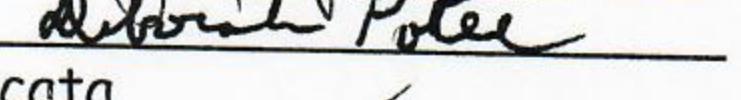
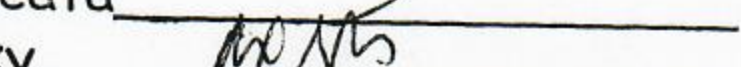
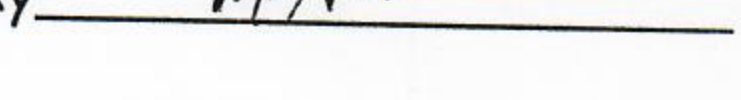
Jon McGowan

Lloyd Parrill

Deb Potee

Gretchen Licata

Alex Strycky



## **Dickinson Memorial Library Meeting Room Policy**

The Dickinson Memorial Library offers two rooms for use by community groups. Although usage is open to all non-profit community groups devoted to education, cultural, civic and recreational activities, preference is given to Northfield-based organizations. Meeting rooms can also be requested by individuals for private meetings and study groups. Library-sponsored programs and meetings are given priority when scheduling the use of meeting rooms.

### **Meeting Room Rules**

1. Meeting room use must be approved and scheduled through the Library Director. Applicants can fill out a form online, a paper form at the library, or answer the form questions via email or a phone call. The Trustees and Director have the right to deny the use of library facilities to any individuals or groups that fail to comply with the intent of this policy.
2. Priority is given to meetings that are open to the public, however meeting rooms can be reserved for private meetings or study groups. Private parties or receptions are not permitted.
3. All meetings at the library must be free to attendees. Meetings involving the sale, advertising, or promotion of products are prohibited.
4. All groups using the meeting rooms are responsible for the care and cleanup of the rooms and must agree to pay for any damage. The contact person for the reservation serves as the authorized representative of the group and assumes responsibility for the care of the meeting rooms.
5. Applicants must be 18 years of age or older.
6. State law prohibits smoking or use of alcohol or drugs in public buildings.
7. Use of the library's meeting rooms does not constitute an endorsement of an organization's policies or beliefs. No advertisements or announcements implying such endorsement will be permitted.
8. The library is not responsible for the promotion of non-library events. The community message board is available for use. Only library events are posted on the library calendar.
9. There is no charge for the use of the meeting room, but donations to the Friends of the Library are always appreciated.



## **Available spaces at the library**

### *The Community Meeting Room:*

This room has audio visual equipment, several tables that can be reconfigured, and chairs to seat up to 30 people. There is wifi available throughout the building. The Community Meeting Room is available during regular library hours or through prior arrangements, when the Library is closed.

### Off hours Community Meeting Room Policies:

- There will be no use of any part of the building other than the designated meeting area.
- One person must be designated to accept responsibility for the Library while the group is using the building.
- Upon leaving, all lights must be turned off, doors locked, and heating and cooling returned to normal night settings.
- A key for the meeting room must be picked up within 24 hours of the reserved meeting time. The key must be signed out with keyholders contact information. The key must be returned within one working day of the completion of the meeting to the library circulation desk.

### *The Trustee Room:*

The Trustee Room is only open during open hours. It has a table with 6 chairs, though a couple extra chairs can be pulled into the room. There is no audio visual equipment. There is wifi available throughout the building.

### *Other options:*

Other spaces are available for study and small meetings throughout the library, but they cannot be reserved. If you need to come study, use the wifi, or have an impromptu meeting, please come by the library and we can show you what is available. Library grounds have wifi access all year. There is a tent, table, and chairs available in warmer months. These spaces are first come, first serve.