



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, May 3, 6:04 p.m.  
**MINUTES**

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

**1. SECRETARY'S REPORT**

Minutes for April were signed on the paper copies and have been submitted to Misha Storm for passing to the Town. **Moved/Seconded/Unanimously Approved**

**2. TREASURER'S REPORT**

**Town Appropriation, Quarterly Report**

Account	April/May exp.	Balance
Custodial Supply	33.98	10.19
Fuel oil	651.28	3175.60
Maint. Supply	146.00	397.90
Materials	1179.51	(206.20)
Telephone	46.34	(29.05)
Total	2424.40	4967.67

**Gift Fund.** \$1194.20\* spent in April. \$200 deposited. Current balance = \$13,418.69

\*This includes \$350 that will be reimbursed by our LCC grants

Other larger amounts are from books bought from book-specific donations, science kits from STEM afterschool donations, and electricity from Food Pantry funds.

**State Aid.** \$2209.95\* spent in April. Current balance = \$3756.76

\*This includes \$1600 spent on tent, and \$529 spent on laptop



Payroll. Pay period 20 - \$4,642.15  
 Pay period 21 - \$4,520.50  
 Pay period 22 - \$4,426.12  
 Balance = \$20,852.13

**MER Compliance.** We are getting close. Entire town materials budget is spent. I've spent \$2,452.89 from the Bowman fund. We still need to spend \$4,782.95. Additional museum passes from the Friends will account for about \$900, leaving a little under \$4000 to spend from Trust and Gift funds.

\*\*Reminder: next year, this won't be a problem!

### 3. BUILDING BUSINESS

**Food Pantry Wrap-Up.** The Director and Trustees are all pleased with the improvements and finalized agreement.

### 4. DIRECTOR'S REPORT

#### April Circulation/Attendance

	Library Attend.	Curbside	Program Attend.	Physical items checkouts	Overdrive checkouts	Kanopy checkouts	Hoopla checkouts
Apr 2022	1086	2	364	3099	491	41	142
Mar 2022	1231	3	322	3635	548	74	162
Apr 2021	276	249	160	2940	437	53	110
Apr 2020	0	119	12	564	454	74	134
Apr 2019	1433	-	227	3601	368	18	52

#### Programs - Recent:

- April 15 - All Ages Campfire and S'mores Hangout - 60 people came, it was very fun!
- April 28 - Author Talk with Dan Bullen on Daniel Shays, 6:30 - in person, 21 people came. We did not do hybrid, and don't think we will be in the future.
- We had Kids' Fridays, knitting, book clubs, tech hours, story time, and StoryWalks. All doing well.
- Spice club spice was green cardamom and the kids 'take and make' was a chia pet. We have had cardmaking out on the table and tiny art supplies.



## **May Programs:**

- May 13 - Trivia Night at the Golf Club
- May 17 - Tiny Art Show opens
- May 20 - Community Read book discussion
- May 24 - Foraging Walk with Russ Cohen
- May 26 - Author Q&A with Kristin Kimball of *The Dirty Life* (Community Read)
- May 28 - Fairy Houses on the Trail opens
- Kids' Fridays, knitting, book clubs, tech hours, story time, Spice Club, take and make for kids, and StoryWalks all continue

## **5. OTHER BUSINESS**

**Computer purchase.** Misha will purchase a Windows laptop so we can have Microsoft Office available for patrons that need that software. A percentage can go to our MER, so purchase will happen this fiscal year.

**Staffing.** New subs are hired and will be starting training the week of May 17 of Taelour Cornett and Freida Guillette.

**Local History Supplies Grant** - We received \$500 for archival supplies so our Director can continue to properly house the local history collection. This is from the Massachusetts State Historical Records Advisory Board. Julie has been doing a great job helping Misha with this, and I believe we are going to set her up with an official Project Archivist Volunteer position.

**Meeting Room & Library Space Policy Changes.** See attached. The Trustees have reviewed the updated policies as revised by our Director.

**Moved/Seconded/Unanimously Approved**

**Hours update and proposal.** The following proposed hours adjustment for the Dickinson Memorial Library will begin on a 6 month trial basis beginning after Memorial Day. **Moved/Seconded/Unanimously Approved**

Current hours: Tuesday 1-8; Wed/Thurs 1-6; Friday 10-6; Saturday 10-3.  
Total of 30 hours

Proposed hours: Tuesday/Thursday 1-7; Wed/Fri 10-5; Saturday 10-3.  
Total of 31 hours



### Benefits:

1. We add another morning, which many people asked for in our survey and I see the benefit in for certain members of the community
2. We gain an hour of service
3. Staff benefit from not 6 or later every day
4. There is some consistency to the schedule, perhaps easier for people to remember

### What we lose:

1. Our one 8:00 night
2. 6:00 or later every day

\*\*evening hours are our slowest times and many survey takers also remarked on 8:00 being later than necessary.

**350th/125th update and introduction.** The list of projects and programs the library is involved in for the 350th:

- Oral history project
- Hosting Lisa Brooks, author of Our Beloved Kin
- 3 event documentary screening series
- 6 Saturday morning Northfield History coffee hours
- Host of local history information on website and brochures for visitors to pickup
- Creator and place for pickup and dropoff of 350th passport for kids
- Participation in parade

Other smaller projects include a 350th reading list, co-host of a Youth Hostel program, co-host of the Chateau show at DVAA, contributor to "important Northfielders" project.

**Dickinson Memorial Library Anniversary.** Our 125th is also in 2023! This planning is just beginning and for now Misha has marked off Saturday, June 17th for a party. Our Director will be creating brochures and updating website information about the building and about Elijah and the history of the library.

### NEXT BOARD MEETING

The next regular board meeting will be Tuesday, June 7, 2022 at 6:00 pm. Location: Trustees' Room. This will be confirmed via the official posting.

**Meeting Adjourned: 6:57 p.m.**



Approved by the Trustees:

Respectfully submitted,

Nolan Kitfield  
Nolan Kitfield, Secretary and Trustee

Jon McGowan

Lloyd Parrill

Deb Potee

Gretchen Licata

Alex Stryisky

[Signature]  
[Signature]  
[Signature]  
[Signature]  
[Signature]