

DICKINSON MEMORIAL LIBRARY
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Board of Library Trustees Meeting
Tuesday, November 1, 2022 6:02 p.m.
MINUTES

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

1. SECRETARY'S REPORT

Minutes for October 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, Monthly Report

Account	Oct. exp.
Custodial	25.99
Electricity	248.32
Materials	974.58
Office Supplies	162.88
Repair and Maint.	300.00
Total	1,711.77

Gift Fund

Total spent this October: \$230.19. Total gifted: \$1,025.

State Aid

\$299.09 spent in October.

Payroll

Pay period 8 - \$ 4,431.28

Pay period 9 - \$ 4,677.09

Interim Treasurer Role

Lloyd will be temporarily stepping down from role as Treasurer. Alex Stryisky is willing unless there is interest from another Trustee. We will vote on this next month.

3. BUILDING BUSINESS

Our clock has been repaired!

4. DIRECTOR'S REPORT

Circulation/Attendance

	Library Attend	Curbside	Program Attend	Physical items checkouts	Overdrive checkouts	Kanopy checkouts	Hoopla checkouts
Oct 2022	1822	2	402	3058	513	41	167
Sept 2022	1687	1	420	3234	503	48	170
Oct 2021	1237	1	378	3602	506	64	141
Oct 2020	241	298	84	2744	548	67	86
Oct 2019	2058	-	445	4457	326	31	41

Programs

Recent Programs

- October 11 - Puffins with Carol Pike
- October 21 - Campfire and S'mores
- October 31 - Library was open for trick or treating: 400 kids? A lot!

Upcoming Programs

- November 3 - Trivia at Brewery

- November 6 - Collage Workshop with Lynn Zimmerman (sponsored by the Friends)
- November 16 - Preserving Family Recipes with author Valerie Frey (online)
- December 10 - Children's Holiday Bazaar

Ongoing Programs

- Knitting, Spice Club, book clubs, and tech hours all continue for adults.
- StoryWalks and Take & Make continue for kids.
- Our Story Time is going well with Deb Wood on Wednesday mornings.
- Kids' Fridays are back with the new sign-up request (began October 28)

Policy Work: Collection Development.

See attached draft and form. Our Director shared the updated policy and form with one final revision noted during the meeting.

Moved/Seconded/Unanimously Approved

Annual Plan.

Our Director is working on our annual plan for the calendar year. The details of the plan include some follow-up on and funding from specific grants in process. See attached draft.

NEXT BOARD MEETING

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

Meeting Adjourned: 6:54 p.m.

Approved by the Trustees:

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

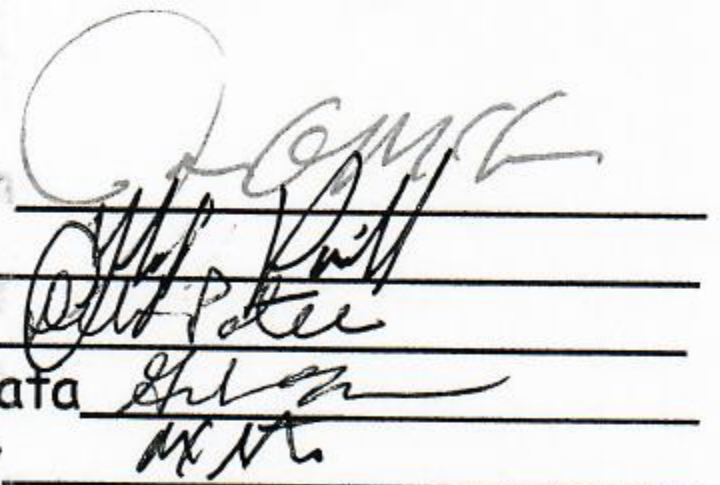
Jon McGowan

Lloyd Parrill

Deb Potee

Gretchen Licata

Alex Strysky



Calendar Year Annual Action Plan Written by Misha Storm, approved by Trustees (pending)	YEAR 2023
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Improve access to the Northfield History Collection (Goal #7 from Strategic Plan)
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Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Minimize backlog of local materials and update finding aid accordingly	Schedule regular time for processing and describing collection. Keep finding aid updated while doing so, and make finding aid accessible to the community.	Throughout 2023	Misha
Rehouse materials that need it	Use supplies from SHRAB grant to rehouse delicate materials and to house processing backlog. Report use to SHRAB.	Throughout 2023. Report by Feb 2023.	Misha
Continue Digital/Online Collection work	Continue to process digitized newspapers. Create a list of next digitization priorities. Document all procedures.	Spring 2023	Misha Julie

Provide exceptional customer service by supporting library staff (Goal #2 from Strategic Plan)

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Ensure all computers and printers work consistently and as seamlessly as possible to save staff time and frustration	Continue to work with Andrea on the process of integrating library technology with the rest of town departments, allowing for tech help, a tech replacement plan, and grant opportunities	March 2023	Misha Andrea

Establish time for each staff member to be off desk to work on a library project.	Misha a day a week Matt 2-3 times a month Jane once a month	Jan 2023. Implement and work out kinks throughout the spring	Misha with staff
Provide staff with opportunities for professional development	Identify conference in 2023 for Misha and provide time for president duties in WMLA Identify an online training each quarter for Matt. Encourage Jane to participate in CWMARS circulation meetings and trainings. Ask Friends for funding when needed.	Feb 2023. Implement throughout the year	Misha Matt Jane Friends
Work towards a 2 person in the building when the library is open policy.	Continue to build substitute staff. Create a dependable schedule with all staff. Write policy.	Have policy by Oct/Nov 2023	Misha Trustees

Support the Town's 350th

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Plan and execute a variety of programs about Northfield history	Execute the following programs: Lecture with David Brule Lecture with Gretchen Gerzina Six history talk coffee hours Three local history film screenings Four architecture tours	Throughout the year	Misha and Matt
Create summer program for children to experience the 350th	Gear our summer reading program towards the 350th. Create a "passport" to encourage reading, learning, and activities throughout Northfield.	Done by May 2023, program runs through summer	Matt with assistance from Misha
Continue partnership with oral history project	Be the location for interviews, be the coordinator for interview files, and promote the project. Coordinate with the project	Throughout the year.	Misha

	team as needed. Create long term storage for interview files.		
Be a place for information, both about events and about Northfield's history	Create space on the website for history and information that comes from the anniversary. Be a place for distributing information brochures on Northfield. Promote and have information on all 350th events.	Throughout the year.	Misha and staff
Participate in Town parade	Register for the parade and build a float.	Sept 2023	Trustees

Restore and Preserve the Historic Integrity of the Building (Goal #6 in current Strategic Plan)

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Develop a plan for restoration and conservation of the second floor walls and ceilings	Create a timeline and identify resources for funding, concentrating on the upstairs reading room.	April 2023	Misha
Prepare for grant submissions	Have conservators provide quotes, both the ones used before and another company. Begin to write grants due in early 2024.	June-Sept 2023 for quotes. Oct-Dec 2023 for grant writing	Misha Trustee help?

Celebrate Dickinson Memorial Library's 125th Anniversary

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
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Provide information to the community about building and library history	Research and write for brochures and website about Elijah, architect and building, and library history.	Complete by May 2023.	Misha
Celebrate with the community	Have a party!	June 2023	Friends

Continue to maintain, update, and expand use of the library as an essential public facility and a welcoming space for the community. (Goal #1 in our Strategic Plan)

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Update meeting room to a cozier space with better acoustics	Continue to work with Andrea and Colleen on ADA grant. If received, implement changes to walls, and install new audio system for the hearing impaired and for hybrid programs. Prioritize keeping the meeting room clean and tidy	Spring 2023	Misha Tim
Keep a yearly maintenance project schedule with at least one major project a year.	Concentrate on getting windows cleaned. Get quotes from 2-3 companies. Find funding if needed.	Spring 2023	Misha
Improve signage throughout building	Point to all resources, including quiet study areas. Keep in mind that people don't always like to ask for help. Use signage for communication.	June 2023	Misha