

DICKINSON MEMORIAL LIBRARY
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Board of Library Trustees Meeting
Tuesday, November 7, 2023 6:00 p.m.
MINUTES

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

1. SECRETARY'S REPORT

Minutes for September were offered for signature. A signed copy has been passed to Misha Storm for submission to the Town.

2. TREASURER'S REPORT

We are on track! We will need to spend a bit more on materials in order to meet our minimum.

Town Appropriation, Monthly Report

Account	October exp	Total spent	Balance	Budget
Materials	3,097.60	12,545.89	17,454.11	30,000.00
Telephone	35.25	105.75	494.25	600.00
Total	3,132.85	20,494.52	33,650.48	54,145.00

Gift Fund

Total spent in October: \$486.30, includes Eversource bill (food pantry electricity donation)

Total deposited in September: \$21.00

Current Balance: \$9,517.50

State Aid

Total spent in October: \$171.15

Current Balance: \$12,822.75

Payroll

Pay period 8: \$5,575.04

Pay period 9: \$5,287.65

1. Building Business

Door Locks. To add deadbolts to the seven doors that could use them would be \$1,095 per recommended locksmith, or \$220 per door if we choose not to update all doors. This allows us to keep the existing hardware but add on the safer aspect of a deadbolt. The Trustees voted on the options and would like to move ahead with the Local History Room, Attic, and Meeting Room as recommended by our Director, specifying that they cannot be locked from the inside.

Moved/Seconded/Unanimously Approved

2. Director's Report

Circulation/Attendance

	Library Attend.	Curbside	Program Attend.	Physical items checkouts	Overdrive checkouts	Kanopy checkouts	Hoopla checkouts
Oct 2023	2290	2	1000	3427	610	48	208
Sept 2023	1850	3	413	3413	540	126	186
Oct 2022	1822	2	402	3058	513	41	167
Oct 2021	1237	1	378	3602	506	64	141
Oct 2019	2058	-	445	4457	326	31	41

Programs

Recent Programs

- October 14 at 2:00 - Dog Show
- October 21 at 10:00 - Coffee Hour
- October 28 at 1:00 - Watercolor Class
- October 31 - Halloween at the library

Upcoming Programs

- November 15 at 5:00 - Campfire and S'mores
- November 16 at 3:30 - Lego Day
- November 16 at 6:00 - Trivia at the Brewery

- November 30 at 6:00 - Richie Davis author talk

Note: December 16 is the Childrens' Holiday Bazaar

Ongoing Programs

- Knitting, Spice Club, book clubs, and StoryWalks, and Take & Makes
- Musical Storytime is back every Wednesday morning
- The Friends' puzzle swap is the first Saturdays
- Kids' Scavenger Hunts and Ready Bingo

Staffing - Circulation Assistant Position

Julie Rosier's last day is November 18. We congratulate her on getting a full-time job. The position is posted on the Town website and library listservs. Our Director will be interviewing in the next couple of weeks.

2024 Annual Plan

(See draft attached)

Holiday Hours

- The Library will be closed: Nov. 23 and 24th and December 26th
- Moved/Seconded/Unanimously Approved**

CPA Update

There is an information session this month for writing CPA grant requests.

NEXT BOARD MEETING

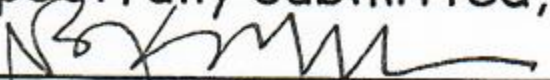
Our next meeting will be December 5, 2023 at 6:00 p.m.

Location: Trustees' Room. This will be confirmed via the official posting.

Meeting Adjourned: 7:10 p.m.

Approved by the Trustees:

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee




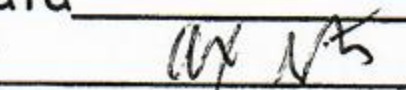

Jon McGowan

Lloyd Parrill

Deb Potee

Gretchen Licata

Alex Strysky

Calendar Year Annual Action Plan Written by Misha Storm, approved by Trustees (pending)	YEAR 2024
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Create a new Strategic Plan

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Plan for the plan...	Attend updated trainings, schedule visit with MLS consultant, talk with other directors, and identify key players in the planning process	Jan 2024 (training is Nov 30, 2023)	Misha
Plan for community input	Schedule community meeting, compile interview questions, create survey	March 2024	Misha Trustees Staff
Gather community input	Host community meeting/focus group, conduct individual interviews with key community members, distribute community survey	May 2024	Misha Trustees
Complete strategic plan draft	Evaluate data and create a draft of strategic plan for Trustee approval	August 2024	Misha Trustees
Complete and file strategic plan	Have Trustee and staff approval. Submit to MBLC and MLS by deadline.	October 1, 2024	Misha Trustee Staff

Find ways to expand our budget.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Expand our salary line to include enough staff to have two people in the building at all times.	Condense staffing research. Submit the budget request. Defend at budget meeting. Prepare for Town Meeting.	Submit Dec 2023, defend Feb 2024, Town Meeting May 2024	Misha Jon
Continue to work on meeting state Materials Requirement.	Identify creative ways to spend materials money. Plan to ask for expansion of materials budget greatly for FY26.	Jan 2024 for MER planning. FY26 budget prep in Nov 2024.	Misha
Utilize grant funding more often.	Create a grant workflow, shopping for grants seasonally and creating a running list of needs. Work with Mallory.	Jan 2024, then throughout the year.	Misha Mallory

Improve access to the Northfield History Collection (Goal #7 from Strategic Plan)

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Minimize backlog of local materials and update finding aid accordingly*	<i>Schedule regular time for processing and describing collection.</i> Keep finding aid updated while doing so, and make finding aid accessible to the community.	Throughout 2024	Misha
Continue Digital/Online Collection work*	Create a list of next digitization priorities. Send items out to digitize quarterly.	Throughout 2024	Misha
Strengthen relationships with Historical Commission and Historical Society	Work with the Historical Commission on scanner purchase and vault project. Help with the start of cataloging on Society collection so we are able to	Spring 2024	Misha

	assist patrons looking for items the library does not have.		
Weed local history collection	Carefully evaluate books and objects in the local history collection. Weed to allow for better access and space in the room.	Feb 2024	Misha
Encourage local history collection use	Conduct outreach for digital and physical collection. Keep the room well maintained. Train staff on basics of collection access.	October 2024	Misha Staff

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
Continue to implement the plan for the restoration of the sitting room.	Submit CPA grant by deadline	Jan 2024	Misha Trustees
If grant approved: move forward with project throughout the year	Schedule work. Prepare the space and the public for disruption. Host Williamstown Art.	Depends on Williamstown Art schedule	Misha and Williamtown Art
With repaired walls, create a space that is welcoming, usable, and educational.	Adjust seating, add a public workspace, install didactic materials about building and artifacts, and improve lighting.	Dec 2024	Misha and Maintenance

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	Actions	Timeframe for Activity	By Whom
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Improve communication for cleaning and maintenance	Continue to implement a cleaning schedule with the Custodian. Give a yearly and seasonal task list to maintenance.	Jan 2024 and throughout year	Misha Custodian
Keep a yearly maintenance project schedule with at least one major project a year.	Complete necessary roof repairs. Solve interior door locks. Install two interior cameras. Reinstate back door camera.	Spring 2024	Misha
Reconfigure entryways to be more welcoming and be a community information hub.	Research small and historic library entry ways. Identify needs and funding if necessary. Implement changes.	Research Feb 2024. Plan in April. Implement in June.	Misha
Create more inviting Front Exterior.	Add a welcome flag for when we are open. Work with the Friends to install a new bookdrop. Research new lamp post options.	April 2024	Misha Friends