

DICKINSON MEMORIAL LIBRARY

115 Main Street Northfield, Massachusetts 01360
413.498.2455 FAX 413.498.5111 dmemlib@cwmmars.org

Board of Library Trustees Meeting Tuesday, September 3, 2019 6:00 p.m. MINUTES

Present: Jon McGowan, Deb Kern, Nolan Kitfield, Paulina Borrego, Deb Potee, Margot Fleck, Lloyd Parrill **Absent:** none **Citizens Present:** none

Secretary's Report

Minutes for July were presented for signatures, all accepted.

Treasurer's Report

Our treasurer reports that as it is our new year there is not much to tell. However, she noticed that our August electric bill this year appears to be up by 30% over last August. We will keep an eye on this as the September bill comes out as we do not see why this difference would appear.

Director's Report

BUILDING BUSINESS

Glass case cracked & repaired. When the men from Aldrich Astronomical were hanging their exhibit a photograph slipped off the wall and cracked the top of the glass case. A work order was sent to Sam and he has already repaired it!

Children's Room Table. We have a table in the Children's Room that our director would like to move out. Ideas?

Vacuum cleaner. Tracey Rogers suggests that we go with the Windsor Upright (NMH recommended) or the Oreck Commercial. We are wondering about having a combination of a Shop Vac for some areas and a commercial rug vacuum for the others. Deb Kern will also check with the bank to see what they do, as they have a similar situation.

Continuing:

- Prices for automatic door opener and generator
- Art restoration for children's room paintings
- Fundraising for restoration project

Work Order Completed

- Repair display case. Completed 9/3/19

As a side note, we are so happy with the work that Sam is doing here.

DIRECTOR'S REPORT

Saturday Circulation Assistant Position Update. On Friday, August 30 Deb Kern, Margot and Jane interviewed Bridget Mientka. Currently she works in the Amherst College Library processing faculty reserves and working on the circulation desk. Deb Kern and committee would like to put her name forward for the position. It would be ideal if she could begin on September 14th when Jane will train her.

Moved/Seconded/Unanimously Approved

Senator Jo Comerford. Senator Comerford will be visiting the library on October 26th at 2:45.

This is from her district manager:

The Senator believes passionately in the important role libraries play in our communities, as gathering places, resources, introductions to literacy, and so much more. To that end, we are interested in celebrating the libraries in her district through a library tour from October to May. We are aiming for her to visit a library in each of the 24 towns in her district!

Verizon Hotspot Mishap. Last summer a patron asked if the hotspot could be used in Canada. At that time we put an international block on the phone. A month later we had to replace our non-charging, no longer working device with a new one. Fast forward a year when a patron borrowed the Hotspot and went to Canada. On return it stopped working. Eventually Deb Kern found that it had been blocked with \$1,000 worth of international charges. Verizon never replaced the international block and apparently believes it is our fault.

Computer order. It is time to replace our computers, especially on the circulation desk. Consultation with Lisa Prolman, the assistant director in Greenfield, and Mike Holloway, our computer guy, we have a quote from Gov Connection from our Mass Higher Ed Consortium vendor list. The quote is for 4 desktops, 4 monitors, wireless keyboards and mice, 1 Lenovo laptops and 1 new black & white laser printer that will be compatible with our Chromebooks. The total cost is \$4,215.22, which we could cover with \$8,776 in our State Aid account and then we can use our regular State Aid purchases for toner (\$1000) and the Hotspot (\$40/month) until the next State Aid payment in late fall/winter. **Moved/Seconded/Unanimously Approved**

OTHER

Personnel concern. Tim and Tracey Rogers' oldest son is in the hospital with a brain infection.

Router Switch. CWMARS is updating our router and there is a possibility that we could change from Comcast for our public computers to using CWMARS for everything. This should only cost \$462 for a switch to increase the speed. If this is true and Deb Kern's research from discussions with other libraries who have switched show that moving from Comcast to 5M/5M Fiber is a speedier situation, the Trustees approve Deb Kern's moving ahead with this change.

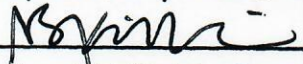
Moved/Seconded/Unanimously Approved

	Circ FY18	Circ FY19	FY 18/19		Att FY18	Att FY19	FY18/19
July	4607	5363	16.41%		2216	2035	-8.17%
August	4692	5035	7.31%		2120	1775	-16.27%

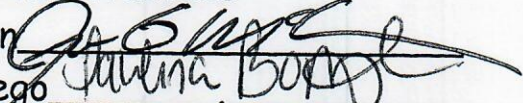
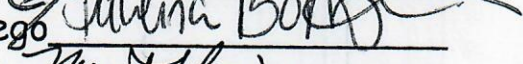
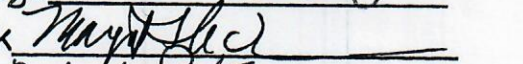
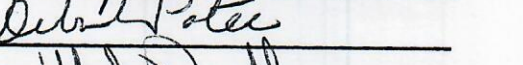
NEXT BOARD MEETING The next board meeting will be October 1, at 6:00 p.m.

Meeting Adjourned: 6:59 p.m.

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan 
Paulina Borrego 
Margot Fleck 
Deb Potee 
Lloyd Parrill 