



## DICKINSON MEMORIAL LIBRARY

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### **Board of Library Trustees Meeting**

Tuesday, February 5, 2019 6:09 p.m.

### **MINUTES**

**Present:** Jon McGowan, Deb Kern, Nolan Kitfield, Margot Fleck, Paulina Borrego, Deb Potee

**Absent:** Lloyd Parrill **Citizens Present:** none

#### **Secretary's Report**

Minutes for December were presented for signatures, all accepted.

#### **Treasurer's Report**

We have five months left in the budget year, and have used 44% of the oil funding and 66% of the electrical money, which is about on track.

#### **Director's Report to the Board of Library Trustees**

##### **BUILDING BUSINESS**

##### **Equipment issues.**

The snowblower died, and Sam replaced it with a refurbished machine from the place in Winchester. Problems with the meeting room heat led to a new thermostat. The library vacuum cleaner also died, so will be replaced soon.

##### **Slatwall project.**

Sam completed the project and it looks even more inviting!

##### **Restoration Project: Chairs for Trustee's Room & Local History Room.**

The chairs have been ordered and should arrive in 8-12 weeks.

##### **Gender Neutral Bathrooms.**

Trustees would like to move toward gender neutral bathrooms to be more inclusive.

**Moved/Seconded/Unanimously Approved.** Deb Kern will work on signage.

**Fundraising for Restoration.** To be continued.



## DIRECTOR'S REPORT

**Report on meeting with the Finance Committee.** We had requested an increase in our electric line due to the expected increase in charges, and they increased our request to \$5,000.

**Report on meeting with the new Town Administrator Andrea Llamas.** Deb Kern met with Andrea to discuss our inquiry from a few years ago about creating a town maintenance budget and taking corresponding line items out of our budget. They also discussed changes in payroll, i.e. with everyone going from once a month to every two weeks and how that might affect Trustees signing off on payroll, as well as changes to handing in the monthly bills. They would like account numbers on the schedule.

**State Aid.** We received half of our State Aid, \$2,137.98 to date.

**Donation from the estate of Beryl Hammond.** We received a check from the estate of Beryl Hammond for \$2,000. Right now it is in our gift fund, but Deb Kern is planning to look into the possibility of setting up a trust fund.

**Libraries in the Woods.** The "Community Reads" that Matt has been working on with 9 other libraries will kick off sometime in mid-February. The programs, including a book discussion at Cameron's Winery will take place in March and April. The book is Stranger in the Woods by Michael Finkel and copies will be available at the library and in boxes around town.

## OTHER

**Meeting Room Heat:** A malfunction in the meeting room heat caused a heating coil to freeze which resulted in a minor flood in the food pantry/furnace room. Sam was here with Hubbard Plumbing. They blocked the system to stop the leaking. A replacement coil has been ordered and should be fixed in the next week or so. It might turn out to cost more than the part fix of ~\$600 if we need to turn on the electric heat downstairs as well.

**NEXT BOARD MEETING** The next board meeting will be March 5, 2019 at 6:00 p.m.

**Meeting Adjourned: 6:46 p.m.**

Respectfully submitted,

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Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan

Paulina Borrego

Margot Fleck

Deb Potee

Lloyd Parrill

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