



DICKINSON MEMORIAL LIBRARY

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Board of Library Trustees Meeting Wednesday, April 7, 2020 6:08 p.m. MINUTES

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

Meeting is initiated with Chair Jon McGowan stating the relaxation of the Open Meeting Law for Remote Meeting due to COVID-19 adjustments. Posting was as required for ensuring Public Access.

Secretary's Report

Minutes for February and March are going to be presented for signatures at our next meeting at which we meet together in person.

Treasurer's Report

Deb Kern has a report from the Town Administrator.

Temporary Procedures for bill signing. Recommendation from the Town Accountant:

"Trustees only need to sign off on bill schedule not on each invoice, and Deb they can give you power to sign off so you do not have numerous people touching the same documents. I would recommend having only one person sign off for the next few warrants."

Salaries:

Pay Period 18: 4720.28

Pay Period 19: 4,693.78

Pay Period 20: 4,769.65

Expenses:

Town Appropriation:

Gift Fund:

State Aid:

Electric: 182.88

Programming: 111.58

Programming: 149.90

Materials: 3853.26

Materials: 79.98 (Hotspot)

Office Supply: 32.99

NOTE: According to Town Administrator Andrea Llamas only urgent issues should be taken up at this time, so you will see a number of items that have been put ON HOLD for now.

Trustees support giving Deb Kern power to sign off on bills during this period.
Moved/Seconded/Unanimously Approved

Trustees support having the amounts specified above paid as noted.
Moved/Seconded/Unanimously Approved

BUILDING BUSINESS

Food Pantry MOU. ON HOLD

Article for automatic door opener. ON HOLD

Continuing ON HOLD

Prices for generator

Art restoration for children's room paintings

Fundraising for restoration project

Work Requests Completed

DIRECTOR'S REPORT

Update on staffing. Matt has been working from home doing online programming including twice weekly read-alouds that have been very successful. Jane and Deb have been coming in 3 times a week to empty the book drop, return phone messages and work on projects. Additional reach out to homebound patrons. Tim has been doing an amazing job cleaning nooks and crannies that have probably never been cleaned including the bronze Dickinson family plaque. We are hoping that we might be able to return to curbside pickup sometime in the near future.

Update of State Aid Requirements. The MBLC is working on temporary changes to State Aid requirements to address both closures and possible budget reductions in

FY21. The hours open and materials expenditure requirements will run from Jul 1 2019 to the Governor's Emergency Shutdown on March 10.

For the Hours Open Requirement, hours reported up to the Governor's State of Emergency Declaration on March 10, 2020 will be considered as meeting the full requirement. For the Materials Expenditure Requirement, expenditures on materials for FY 2020 from July 1, 2019 up to the Governor's State of Emergency Declaration on March 10, 2020 will be considered as meeting the full requirement.

The Closure of a Public Library Policy was revised to include for clarification, examples of natural catastrophes, i.e. fire, flood, storms, and epidemics/pandemics and other states of emergencies (Federal, State, and Local).

Municipal Appropriation Requirement (MAR) Chapter 78, Section 19A was not changed. The MAR is funding, required in statute, to be provided by the municipality to support the library. Libraries that are unable to meet the MAR may apply for a waiver.

State Aid. MBLC Administrative Assistant Uechi Ng did some fancy dancing so the State to cut the second half of our State Aid awards before a fiscal nightmare ensued. Our second payment is \$2216.56

OTHER.

Food Pantry. Open this Saturday. The last time we had 23 families, as opposed to the typical 8 families. They are governing procedures for safety.

NEXT BOARD MEETING The next board meeting will be Tuesday, May 5, 2020.

Meeting Adjourned: 6:32 p.m.

Respectfully submitted,

Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan_____

Paulina Borrego_____

Margot Fleck_____

Deb Potee_____

Lloyd Parrill_____