



DICKINSON MEMORIAL LIBRARY

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Board of Library Trustees Meeting

Tuesday, December 1, 2020 5:38 p.m.

MINUTES

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

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

Secretary's Report

Minutes for October have been submitted to Deb Kern for passing to the Town, hereby signed (all have confirmed that digital email versions are accurate) virtually so that they can make it to record in a timely manner. Minutes offered as shared by email.

Moved/Seconded/Unanimously Approved

Treasurer's Report

Paulina just signed the bills, which did include a Cow Power bill. We are still wondering about the calculations for this organization. The \$375 from the Food Pantry was used to cover the bill as that is the expense for which they are reimbursing us. Our usage with Eversource gone down by 20% when comparing last October to this October, apparently due to closure. We have not gotten an oil bill yet. Deb Kern has read aloud the amounts, and she will move ahead with payments for those as noted below. There are also some expenses for COVID expenses that will be paid by grants (see below for detail). **Moved/Seconded/Unanimously Approved** Treasurer Paulina Borrego signed this month's bills, and please see note below about Temporary Procedures for Bill Signing.

Salaries:

PP8	PP9	PP10	PP11
4,813.9	4,639.52	4,953.02	4,859.93

Expenses: Oct \$2407.89

Town Appropriation:	Gift Fund:	State Aid:	COVID Expenses
Electric 139.79	Programming: 162.70	Materials (Hotspot) 79.98	
Materials: 1676.56			
Telephone: 98.86			
Water: 250.00			

Expenses: Nov \$3125.88

Town Appropriation:	Gift Fund:	State Aid:	COVID Expenses
Electric: 18.83	Electric: 375.00*		
Materials: 1737.30	Materials: 500.00		

Telephone: 50.16	Programming: 444.59		
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Temporary Procedures for bill signing. Recommendation from the Town Accountant:

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

BUILDING BUSINESS

Storm Damage. The storm a couple of Mondays ago did quite a bit of damage including the death knell for the canopies.

Dead Trees. The top of one of the trees toppled taking it with it part of the fence and the parking lot light. The Highway Department cut up and removed the fallen tree; they then came back with the bucket truck to remove a branch that was hanging dangerously over the parking lot.

Broken Fence. One of the cross bars on the fence was broken in half. Tim removed the broken bits but we haven't replaced the bar yet.

Broken Parking Lot Light. Electrician Sean Murphy working with Tom Walker is pretty sure we can reconstitute the broken parking lot light. The cost will be approximately \$400. There is a slight possibility that insurance will cover the cost. Andrea is looking into coverage.

Leak in Public Bathroom. There are noticeable stains in a couple of ceiling tiles in the public bathroom but fortunately there does seem to be any water on the floor. It doesn't seem urgent and can wait until there is a new building maintenance person in place.

RING System Problems. Because of the location of the WIFI Extender (in the Community Room) the combination RING and ALEXA system is unstable. Deb Kern has found a computer tech. Hank Allen works part-time at a local library and also sets up and troubleshoots computer issues in a number of smaller CWMARS libraries. He is coming to take a look at that problem as well as shoring up any redundancies we may have with our other computers.

Back door problem. Last week the automatic back door stopped working but a day after a phone call to the New England Door Closer Company a tech guy came and fixed the problem.

DIRECTOR'S REPORT

Updated on being open to the public and curbside. Most of our appointments have been booked, very few have gone empty and very few cancellations. Wednesdays, being open, have been manageable. Curbside has subsided a bit. We, like other libraries, are concerned about the uptick in COVID cases and the fact that some of our patrons may have not played it safe over the Thanksgiving holiday but so far so good. It is wonderful to have people – especially kids – in the building.

CWMARS Line Increase 5m/5m to 10m/10m. CWMARS would like to move their smaller libraries to this faster 10m/10m line. "We would recommend a library like yours with more than 3 devices and a public wireless hotspot have a 10M/10M line." See attached email from CWMARS.

New subscription: Creativebug. Within the first week, 12 people have signed up for this crafts and arts website which we are subscribing to through a donation from the Friends. To get to it, you can just sign in with your library card on the DML website.

Programming Update. There will be two story hours a month for Preschool beginning after the first of the year. Matt has worked on a Bird program, and there will be a program on Cartoon Animation with Matt, as well as a 4th-6th grade book group.

OTHER.

Request from Tim for snowblower attachment. See attachment

Digital and Bundling Statistics

	Overdrive	Overdrive Adv	Kanopy	Hoopla	RB Digital	Bundles	EvergreenCirc
Jun	434	5	60	101	48	281	1041
Jul	449	4	53	92	78	444	2419
Aug	512	5	41	89	53	362	2067
Sep	387	2	43	99	88	309	2440

Oct	548	6	67	86	97	298	2744
Oct 19	326	2	31	41	x	x	4457
Nov	463	8	65	96	45	213	2503
Nov 19	332	1	32	53	x	x	4616

NEXT BOARD MEETING The next board meeting will be Tuesday, January 5, 2021 at 5:30 pm. Location: via Zoom.

Meeting Adjourned: 6:18 p.m.

Approved by the Trustees:

Respectfully submitted
Nolan Kitfield, Secretary and Trustee

Jon McGowan _____

Lloyd Parrill _____

Paulina Borrego _____

Margot Fleck _____

Deb Potee _____

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Dickinson Memorial Board of Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Northfield's website, at northfieldma.gov. For this meeting, no in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event we are unable to do so, despite best efforts, we will post on the Dickinson Memorial Library website an audio or video recording, or other comprehensive record of proceedings as soon as possible after the meeting.