

DICKINSON MEMORIAL LIBRARY  
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**Board of Library Trustees Meeting**  
**Tuesday, May 11, 2021 6:00 p.m.**  
**MINUTES**

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

(Gretchen Licata, our newly elected Trustee will attend her first meeting next month)

**Secretary's Report**

Minutes for April 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**

Our new treasurer, **Lloyd Parrill**, is on the job, meeting with Deb Kern, signing bills, and getting up to speed. Thank you, Lloyd! The bills are submitted as noted below and Trustees have approved them here by motion.

**Moved/Seconded/Unanimously Approved**

**Expenses: April**

Pay Period 21	Pay Period 22	
4,760.93	4,968.22	
<b>Town Appropriation:</b>	<b>Gift Fund:</b>	<b>State Aid:</b>
Electric 113.62	Programming: 205.54	Materials (Hotspot) 79.98
Fuel 422.33		
Maint. Supply 109.50		



Materials	1636.48		
Telephone	49.48		
Water	325.00		

## **BUILDING BUSINESS**

**Mini-Split.** Gates HVAC, along with members of the energy committee, visited the library in April. Installation of the mini-split should just take a few hours and should be straightforward. It will be installed where the AC is now. They will also need to install a new thermostat for separate control of heating and cooling of the office. Gates is looking for a Monday in May or early June.

## **SCREENING COMMITTEE UPDATE**

Committee selected: Deb (co-chair), Lloyd, & Margot (Trustees); Jan Herlihy (Friends); Mary King (Community Member); Jane Lyle-Jaworski (DML)

1. Meetings scheduled and met regarding resumes submitted: 10 received, have narrowed it down to 4
2. Utilizing a document for this process shared by the MBLC for guidance
3. Will interview the 3 still available this Friday and Saturday, planning to send 2 to the Board of Trustees
4. During the June 1st Trustee meeting, the final two will be interviewed at the open meeting and the Trustees will select the new hire

## **DIRECTOR'S REPORT**

**Change to Job Description.** The current documented job description for our library director position reads as follows: Education and Experience: Must have a Master's degree in Library Science; five to seven (5-7) years of library administration and supervisory experience; or an equivalent combination of education, training and experience.

As discussed during our last meeting and via email, the ad was adjusted to be in line with what libraries, advertising similar positions, requested. The job description may have been written by the company that was working on updating all of the job descriptions in town, and is not appropriate for a library of our size. The Trustees would like to update the job description to what the ad read: MLS preferred and three years' experience in a public library, or an equivalent combination of education and experience will be considered. **Moved/Seconded/Unanimously Approved**



**Last Day Finalized.** Deb Kern's last day as our director will be July 15<sup>th</sup>. Saturday July 10<sup>th</sup> will be her last working day. She will use vacation time for July 13 and 14 and take her July 4<sup>th</sup> holiday on July 15<sup>th</sup>. **Moved/Seconded/Unanimously Approved**

**Opening Updates.** (see attached)

## OTHER

**State Aid.** We received our final State Aid payment for 3005.66. Currently our balance is \$13,499.59.

**Digital and Bundling Statistics** (April 2019 circulation was 4,068, and attendance was 1,897)

	Overdrive	Overdrive Adv	Kanopy	Hoopla	RB Digital	Bundles	EvergreenCirc
April	433	4	53	110	53	249	3593
Apr 20	454	2	74	134	40	119	1268

## NEXT BOARD MEETING

Special board meeting: May 26, 2021 6:00 pm for the purpose of interviewing and touring our potential new director.

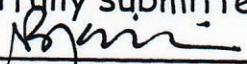
The next regular board meeting will be Tuesday, June 1, 2021 at 6:00 pm.

Location: Children's Room @ DML. This will be confirmed via the official posting.

**Meeting Adjourned: 7:04 p.m.**

Approved by the Trustees:

Respectfully submitted,

  
Nolan Kitfield, Secretary and Trustee

Jon McGowan

Lloyd Parrill

Margot Fleck

Deb Potee

Gretchen Licata

