

DICKINSON MEMORIAL LIBRARY

115 Main Street Northfield, Massachusetts 01360
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Board of Library Trustees Meeting

Tuesday, March 5, 2019 6:03 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 February were presented for signatures, all accepted.

Treasurer's Report

We have used 49% of the budgeted oil funds and 71% of electricity. We will hope for a cool spring to keep these budget lines working. The only other budget related comment is below in the Meeting Room Heat Repair.

Director's Report to the Board of Library Trustees

BUILDING BUSINESS

Completed:

-**Snowblower.** The new, refurbished, snowblower died but Gary's fixed it and it is good to go.

-**Meeting Room Heat Repair.** The problem with the meeting room heat resulted in minor flooding. Between the \$400 coil and the labor the total cost was \$910.

Note: Between fixing the heat and the new snowblower we have \$180 left in our repair and maintenance line and we are at (\$311) in our maintenance supply line.

Continuing:

-**Meeting Room Chairs.** LaChance Furniture has given us an estimated date for the local history room and Trustees room chairs as April 23rd.

-**Bathroom Signs.** Our Director is in the process of making signs for the gender neutral restrooms.

-**Discussion:** Fundraising for restoration. Our next meeting will be an extended in order to include this particular discussion.

DIRECTOR'S REPORT

New:

-Submitting bills. The new town accountant would like us to submit bills by the fund they are being paid from (i.e. Town Appropriation, Gift Fund, State Aid, LSTA grant.) With Andrea Llamas' help a system was worked out that we hope will satisfy the accountant and not make twice as much work for us.

-Report on Feb 27th meeting with Town Administrator Andrea Llamas. After a brief tour of the library she and Deb spoke about the new procedures requested by both the town accountant and the new town treasurer. The town has gone to automatic deposit and will in a few months be putting all employees on a mandatory 2-week pay schedule - some departments are once a week, some are every two weeks and some, like us, are once a month. This may affect how the Trustees sign payroll.

Updates:

-Libraries in the Woods. People all around town are reading Stranger in the Woods and seem to be enjoying it. With boxes all over town the book is making the rounds. The IGA has called twice for refills, and the boxes at Kidder's and the Senior Center have also been refilled. Great feedback about the displays at Northfield Elementary School and PVRs.

OTHER

-Children's Room Internet Concern. A patron's son saw another child playing a disturbingly violent game on a site called crazygames.com. Although they did not want to give the player's name it was quite easy to discern and we now check on what he game he has chosen and keep referring him to the non-violent choices on the website.

CIRCULATION:

	Circ FY17	Circ FY18	FY 17/18		Att FY17	Att FY18	FY17/18
Dec	3834	3447	-10.09%		1990	1636	-17.79%
Jan	4465	4353	-2.51%		1947	1968	1.08%
Feb	3887	4153	6.84%		1715	1792	4.49%

NEXT BOARD MEETING The next board meeting will be April 2, 2019 at 6:00 p.m.

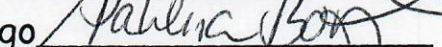
Meeting Adjourned: 6:24 p.m.

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan 

Paulina Borrego 

Margot Fleck 

Deb Potee 

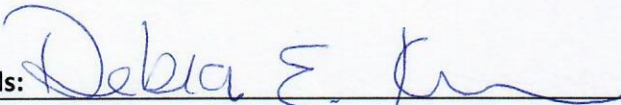
Lloyd Parrill 

Town of Northfield
Department Turnover to Treasurer
Department Name: Dickinson Memorial Library

3 COPIES (1) -TREASURER (2)-ACCOUNTANT (3)- RECEIPT SIGNED BY TREASURER

Date	Name/Reason for deposit	CASH	CHECK	TOTAL
	Overdue Fees	32.90	5.00	37.90
	DIY Overdue Fees	16.35		16.35
	FAX	13.00		13.00
	Out of State Fee		25.00	25
	Gift fund: P. Borrego		25.00	25
	Gift fund: Friends of the DML/Tortuga/ Comm. Read		1000.00	1000.00
	Total	62.25	1055.00	1117.25

Date: April 2, 2019

Signature of person turning over funds: 

Signature of Treasurer: _____

Treasurer verified amount: \$ _____