

DICKINSON MEMORIAL LIBRARY

115 Main Street Northfield, Massachusetts 01360

413.498.2455

FAX 413.498.5111

dmemlib@cwmars.org

Board of Library Trustees Meeting

Tuesday, March 1, 6:00 p.m.

MINUTES

Present: Jon McGowan, Misha Storm, Nolan Kitfield, Gretchen Licata, Alex Strycky, Deb Potee **Absent:** Lloyd Parrill **Citizens Present:** none

1. SECRETARY'S REPORT

Now that we are in person, the minutes for November through February were signed on the paper copies and have been submitted by Misha Storm for passing to the Town. **Moved/Seconded/Unanimously Approved**

2. TREASURER'S REPORT

Town Appropriation, Quarterly Report

Account	Feb exp.	Total exp.	Balance	Budget
Computer Maint.	0	0	350.00	350.00
Custodial Supply	19.99	186.91	63.09	250.00
C/W Mars Fee	0	6591.00	0	6591.00
Electricity	131.35	2481.85	1518.15	4000.00
Fuel oil	990.42	2162.15	4337.85	6500.00
Maint. Supply	206.10	206.10	543.90	750.00
Materials	4160.42	17358.98	2141.02	19500.00
Office Supplies	210.82	833.87	166.13	1000.00
Postage	0	50.03	49.97	100.00
Repair & maint	308	1936.80	63.20	2000.00
Telephone	48.18	335.00	65.00	400.00

Water	0	325.00	175.00	500.00
Total	6075.28	32467.69	9473.31	41941.00

Gift Fund. \$640.47 spent in January. \$600 deposited. Current balance = \$15,084.81

State Aid. \$79.98 spent in Feb. Current balance = \$5,966.71

Payroll. Pay period 16 - \$3,703.77
Pay period 17 - \$4,061.19
Balance = \$43,982.74

Budget.

- The FY23 Budget meeting went well. As yet there is no confirmation on budget approval, but we are expecting it to be approved. They are planning on a 6% COLA for staff, which is very generous.
- We had such positive feedback and high use of the outdoor tent rented during COVID that we are planning to spend the ~\$1600 on a rental for the 2022 warm season! **Moved/Seconded/Unanimously Approved**

3. BUILDING BUSINESS

Furnace Update. Both fixes (to the furnace and the radiator) are on hold for now, as people without heat are the priority for Hubbard. He will attend to our situation once we fit into his schedule.

Food Pantry Expansion. See the attached request for expansion. The Food Pantry is needing additional space for a refrigerator, freezer, and more vertical storage and work area. Included in their proposal there is a request to utilize adjacent space, moving into the second room about halfway. There is also a plan for increased payment for electricity, as well as the work they will do with regard to the wiring, floors, painting, and additional storage for the DML Friends in the furnace room space. The Trustees discussed this expansion and decided that we would like to vote on that aspect of the proposal but would also like to revisit the original agreement with these revisions for building use policy. **Moved/Seconded/Unanimously Approved**

Given that the main people involved in the management of the space, materials, process, and food have been operating in a way that has worked for all, we would like

to meet again to discuss clarity of policy to avoid issues should things (i.e. management, conditions, needs) change in the future.

4. DIRECTOR'S REPORT

February Circulation/Attendance

	Library Attend.	Curbside	Program Attend.	Physical items checkouts	Overdrive checkouts	Kanopy checkouts	Hoopla checkouts
Feb 2022	760	6	322	3231	470	67	152
Jan 2022	1184	9	293	3210	537	83	191
Feb 2021	158	328	485	2719	448	67	114
Feb 2020	1686	-	129	4262	352	50	60

Programs - Recent:

- Take-away kits/goodies included a V-day card kit (40), Spice Club (24), and Birdfeeder Kit (40)
- About 20 people took home blind dates (wrapped books)
- 60 kids got custom book bags over Winter Break
- 35 people attended Julia Blyth's Intro to Northfield Trails
- Feb 26 and 27 - Authors and Artists festival
- Story time with Julie is still virtual, with 2-3 families attending each week.
- Knitting has 5-7 people attending each week
- Book clubs did well on Zoom, with 6-12 people attending, depending on the club
- We had two storywalks, both sending 20 kids home with activity kits to go along with the storywalk story
- We sponsored the author of Planet Walker to speak at the Northfield Authors and Artists Festival
- Matt set up an animal scavenger hunt in lieu of Kids' Fridays: Kids loved it!

March Programs:

- March 2 - Hummingbirds

- March 16 - Lawns to Meadows
- March 23 - New England Travel
- Kids' Fridays are coming back in March: Legos, scavenger hunts, book show and tell, and a movie
- Knitting, book clubs, story time, and StoryWalks all continue.
- Spice club and a take and make for kids will be available for pickup.

Notes: All of Matt's Northfield Cultural Council grant applications have been approved and fully funded. Yay Matt!

Collection Updates. We have a seed library! We have been updating all our kits for kids, and cataloging more games and puzzles. And of course, lots of new books, movies, and magazines.

Staffing.

- Circulation Assistant Pay - see attached letter. We are asking the town to raise the circulation assistant pay to Step 1, Grade 2 so that it is above minimum wage. We will submit this to the selectboard this week to immediately increase her step. **Moved/Seconded/Unanimously Approved**
- Substitute Circulation Assistant Job Description and Posting - see attached description. Our Director would like to hire two substitutes to have on-call. Prior to this time there has been no job description on file for this position, so our Director has drafted one for the Trustees to review. We will submit this to the selectboard this week as well, allowing Misha to officially post the position. **Moved/Seconded/Unanimously Approved**

5. OTHER BUSINESS

Annual Report to Town. This document will be submitted by March 31 (see attached). **Moved/Seconded/Unanimously Approved**

Fundraising. Many of our town leaders are tied up in fundraising and work for Northfield 350th Anniversary Celebration. It seems to be wise to put the fundraising for the larger building project on hold, while keeping it in mind as our next step. Friends are not comfortable with doing a large fundraising project. Our Director suggests that we focus our efforts on just the work needed in the Northfield History Room as she believes it is possible to do this with grants alone.

That project should be about \$20k. She will plan to move forward by applying for grants over the next year. **Moved/Seconded/Unanimously Approved**

Re-election. Misha has Campaign Finance Report Forms for Deb Potee and Alex Stryisky, as they are up for re-election.

Original DML Library Table. The Trustees looked at a table currently stored in the basement that needs additional consideration. This is a match to the table now in the Adult Fiction room, except that it needs considerable work to put it into use again. At this time, the 4' x 8' table will not fit in any of the spaces in the Library. We could spend some money to keep the table in use, or possibly it is time to let the table go. A few ideas that came up were:

1. Survey for volunteer to refurbish the table to keep somewhere in the building
2. Survey for volunteer to reduce the size of the table (see notes notes below on Chateau model) while also refurbishing it
3. Survey for volunteer to take the table for personal refurbishment and use

Northfield Chateau Model. Jack Nelson would like the Dickinson Memorial Library to be the final resting place of his to-scale replica of the Chateau. We would need a table slightly larger than three feet square upon which to place the piece. The Trustees and Director determined that an appropriate placement would be in the southwest corner of the Northfield History Room. (If a four foot square table would fit, it could possibly be a nice way to utilize the table mentioned above. If that is not possible, we will purchase a table at a later date.)

Moved/Seconded/Unanimously Approved

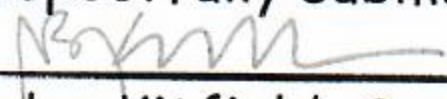
NEXT BOARD MEETING

The next regular board meeting will be Tuesday, April 5, 2022 at 6:00 pm.
Location: Trustees' Room. This will be confirmed via the official posting.

Meeting Adjourned: 7:29 p.m.

Approved by the Trustees:

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

Jon McGowan 

Lloyd Parrill 

Deb Potee 

Gretchen Licata 

Alex Stryisky 