

DICKINSON MEMORIAL LIBRARY
115 Main Street Northfield, Massachusetts 01360
413.498.2455 FAX 413.498.5111 dmemlib@cwmar.org

Board of Library Trustees Meeting
Tuesday, October 11, 2022 7:05 p.m.
MINUTES

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

1. SECRETARY'S REPORT

Minutes for September were signed on the paper copies and have been submitted to Misha Storm for passing to the Town. **Moved/Seconded/Unanimously Approved**

2. TREASURER'S REPORT

Town Appropriation, Monthly Report

| Account | Sept. exp. |
|-----------------|-----------------|
| Electricity | 428.76 |
| Materials | 1,967.70 |
| Office Supplies | 95.78 |
| Telephone | 46.40 |
| Total | 2,538.64 |

Gift Fund

Total spent this September: \$243.58

State Aid

Nothing spent in September.

Payroll

Pay period 6 - \$ 4,743.89

Pay period 7 - \$ 4,507.39

3. BUILDING BUSINESS

Elevator is working and legal!

The idea of a dumpster was floated, but the Trustees have decided that we do not have room for that in our budget and otherwise.

4. DIRECTOR'S REPORT

Circulation/Attendance

| | Library Attend | Curbside | Program Attend | Physical items checkouts | Overdrive checkouts | Kanopy checkouts | Hoopla checkouts |
|-----------|----------------|----------|----------------|--------------------------|---------------------|------------------|------------------|
| Sept 2022 | 1687 | 1 | 420 | 3234 | 503 | 48 | 170 |
| Aug 2022 | 1282 | 1 | 185 | 3244 | 605 | 49 | 173 |
| Sept 2021 | 1260 | 4 | 231 | 3633 | 563 | 88 | 138 |
| Sept 2020 | 57 | 309 | 113 | 2440 | 387 | 43 | 99 |
| Sept 2019 | 1620 | - | 234 | 3751 | 360 | 35 | 46 |

We are back up to pre-pandemic attendance for the first time so far!

Programs

Recent Programs

- September 9 - Music at the Creamie - Ted Thornton and Joe Bedard perform "oldies" from '50s and '60s
- September 15 - Garden Design 101 - A collaboration with the Garden Club
- September 22 - Live Jazz at the Golf Club with Sarah Clay and the Cats (rescheduled from August)
- September 23 - Trivia at the Golf Club
- October 1 - the Dog Show - Sponsored by the Friends

Upcoming Programs

- October 11 - Puffins with Carol Pike
- October 21 - Campfire and S'mores
- October 31 - Library will be open for Trick or Treating
- Bazaar is back! Will be either the 12/3 or 12/10, but either way, start bringing stuff in and tell your friends!

Ongoing Programs

- Knitting, Spice Club, book clubs, and tech hours all continue for adults.
- StoryWalks and Take & Make continue for kids.
- Our Story Time is going well with Deb Wood on Wednesday mornings.
- Kids' Fridays are currently on hold while we work out the Library's Child Safety Policy

Reports.

State Aid has been submitted.

Policy Work: Children's Safety Policy.

See attached draft and form. The Trustees reviewed the draft and Misha has made notes of the updates. Our Director's plan as revised has been voted on.

Moved/Seconded/Unanimously Approved

Annual Plan.

Our Director is going to develop an annual plan for each calendar year. The 350th Anniversary will be included in our action plan and she will create an initial draft for the November meeting.

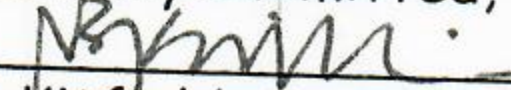
NEXT BOARD MEETING

The next regular board meeting will be Tuesday, November 1, 2022 at 6:00 p.m.
Location: Trustees' Room. This will be confirmed via the official posting.

Meeting Adjourned: 7:08 p.m.

Approved by the Trustees:

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

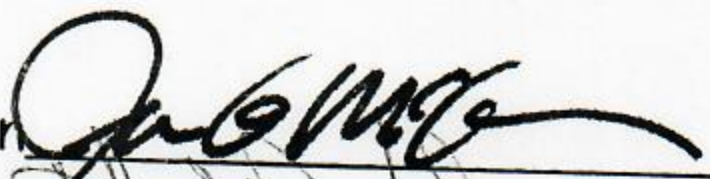


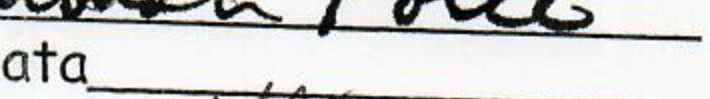
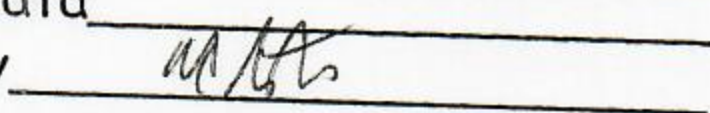
Jon McGowan

Lloyd Parrill

Deb Potee

Gretchen Licata

Alex Strysky



YOUR PLACE

THE NORTHFIELD PUBLIC LIBRARY

115 Main Street

413.498.2455

www.northfieldpubliclibrary.org

Child Safety Policy

The Dickinson Memorial Library is committed to providing a wide range of services and programs to all library users, regardless of age. This policy on child safety is not intended to restrict library service to children. This policy was adopted to ensure the general safety and well-being of all children who use the library and to ensure a welcoming environment for all.

This policy is subject to revision as needed.

Children at the Library Without Parents or Guardians

Children under the age of 8 must be accompanied by an adult at all times. The library staff is responsible for performing library service duties and cannot be responsible for the care or safety of unattended children. The library cares for your children's safety and well-being. However, staff cannot do two jobs at once, especially in our historic building which has many separate rooms and corners. We cannot see all patrons at all times.

The Library is a public building open to all, but we are not an after school program. Library staff cannot be responsible for regulating when or with whom children leave the library building. The library is also not responsible if children choose to leave the building on their own.

Unattended children will be expected to follow our Behavior Expectations. In addition, they should know how to contact their parents or guardians. If your child cannot be responsible for their own needs, they should not be at the library unattended.

Parents of all children under the age of 12 attending Kids' Fridays or coming to the library regularly after school must register their children with the library. Registration forms can be found on the library's website or at the circulation desk.

Internet and Computer Use

Parents and guardians are responsible for how their children use the computers and internet. Patrons of all ages are expected to follow the Internet Use and Safety Policy.

When Behavior Expectations Are Not Met

A child who is violating the behavior guidelines will be given one warning. If a child does not modify their behavior after one warning, the parent or guardian will be notified and asked to remind their child of the behavior guidelines. If the child can still not follow the guidelines, they will no longer be allowed to use the library unattended.



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Closing Time

Parents or guardians should be aware of library hours so that children can be picked up before the library closes. If any child is not picked up by closing time, the library staff will make every effort to contact the parents. If staff is unable to reach the parents, a staff member will wait a maximum of 15 minutes for parents to pick up the child. If the child is still not picked up, the Northfield Police Department will be called to escort the child home or stay with the child until a parent or guardian has arrived.



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Unattended Child Registration Form

This form is used for any unattended child ages 8-12 who frequent the library. *Children under the age of 8 must be accompanied by an adult at all times.*

Child's Name _____

Parent/Guardian Contact Information:

Name _____

Address _____

Primary Telephone Number _____

Secondary Telephone Number _____

Email Address _____

Please check one or both of the following:

- ☐ I am registering my child to attend Kids' Fridays. Fridays will be limited to 20 kids. I acknowledge that I will be notified if my child is part of Kids' Fridays by October 21.
- ☐ I am providing contact information so that my child can frequent the library unattended.

Please initial:

- ☐ I acknowledge that the library is not responsible if children decide to leave the building on their own.

I have received a copy of the library's Behavior Expectations and of the Child Safety Policy and will review them with my child. I understand that if my child cannot meet the Behavior Expectations, I will be contacted by the library staff. If there is no improvement, my child will no longer be able to visit the library unattended.

Signature and Date

Parents and guardians can contact the library at dmemlib@gmail.com or at 413-498-2455 with any questions or concerns. Please do not hesitate to contact us.



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Behavior Expectations at the Library

1. Slow down when you are at the library.
2. The volume of voices must be kept to a reasonable level. Phones and devices must be used with volume down or with headphones on.
3. Everyone must keep their hands to themselves and be respectful of others.
4. Respect library property and treat it with care.
5. Water is the only beverage allowed in the library building.
6. On Friday afternoons, children must either stay in the Children's Room upstairs or let us know where they are going. Children are welcome to be in other parts of our building if they are being respectful of other patrons.