

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, December 3, 2019 6:04 p.m. MINUTES

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

Secretary's Report

Minutes for November were presented for signatures, all accepted.

Treasurer's Report

No oil bill yet, but a partial electric bill has arrived.

Director's Report

BUILDING BUSINESS

Continuing:

- Prices for automatic door opener and generator
- Art restoration for children's room paintings
- Fundraising for restoration project

Work Orders Completed

- Snowblower. Ready to go.
- Tree removal. There was a limb hanging from a tree by the back walkway. Because of the tree's condition Sam had the whole thing taken down.

DIRECTOR'S REPORT

Saturday Circulation Assistant Position Update. We have had 2 applicants for the position and I told them both we would be interviewing after the first of the year.

Energy Committee. Judy Wagner will be speaking to us, once again, about ideas the Energy Committee has for heat and lighting efficiencies.

Work at Home Proposition. Matt and Deb each have one morning to work on their own uninterrupted: Matt, Wednesdays 9-12 and Deb, Thursdays 9-12. Deb is proposing if there is nothing that needs their attention here, that for the duration of the heating season, both could choose to work at home.

State Aid. We have received $\frac{1}{2}$ of our annual State Aid: \$2216.56 up from \$2137.98. The second half will arrive late winter/early spring.

New Numbers: Auto-Renewal

		Evergreen		Renewals	
	Total Circ	Circs	Desk	Opac	Auto
Jul	4607	3460	525	164	763
Aug	4692	3224	161	125	1068
Sept	3912	2522	23	129	1077
Oct	4163	3148	29	152	1128
Nov	5075	3119	35	91	1371

Budget. Due Dec 15th. Deb will be going for level-funding to meet our Municipal Appropriation Requirement for state certification.

OTHER

Circulation Desk. Refinishing the top of the circulation desk will be done by the original finisher. They will take the top off and replace it with plywood temporarily. The job should take a few weeks and will cost us between \$300-\$400.

Friends' Annual Meeting. Sunday, Jan 12 11:00. The Friends' Annual Meeting will be a catered brunch. Please be there if you can.

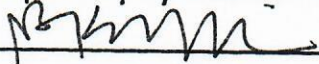
CIRCULATION.

	Circ FY19	Circ FY20	FY 19/20		Att FY19	Att FY20	FY 19/20
Nov	3993	5075	27.10%		1681	1718	2.20%

NEXT BOARD MEETING The next board meeting will be January 7, at 6:00 p.m.

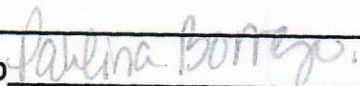

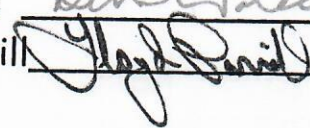
Meeting Adjourned: 6:30 p.m.

Respectfully submitted,



Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan _____
Paulina Borrego  _____
Margot Fleck _____
Deb Potee  _____
Lloyd Parrill  _____