

DICKINSON MEMORIAL LIBRARY
115 Main Street Northfield, Massachusetts 01360
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Board of Library Trustees Meeting
Tuesday, October 10, 2023 6:00 p.m.
MINUTES

Present: Jon McGowan, Misha Storm, Nolan Kitfield, Deb Potee, Alex Strysky, Gretchen Licata, Lloyd Parrill **Absent:** none **Citizens Present:** Susan Wright (Friends representative)

1. SECRETARY'S REPORT

Minutes for September were offered for signature. A signed copy has been passed to Misha Storm for submission to the Town.

2. TREASURER'S REPORT

We are on track! We will need to spend a bit more on materials in order to meet our minimum.

Town Appropriation, Monthly Report

Account	Sept. exp	Total spent	Balance	Budget
Computer Maint.	0	0	350.00	350.00
Custodial Supply	0	0	250.00	250.00
C/W Mars Fee	0	6733.71	261.29	6,995.00
Electricity	467.15	467.15	4032.85	4500.00
Fuel Oil	0	0	6500.00	6500.00
Maint. Supply	216.93	216.93	583.07	800.00
Materials	4,281.31	9,448.29	20,551.71	30,000.00
Office Supplies	425.09	163.61	974.91	1,400.00
Postage	0	0	100.00	100.00

Repair and Maint.	0	0	2000.00	2000.00
Telephone	0	70.50	564.75	600.00
Water	0	0	650.00	650.00
Total	5,309.48	17,326.42	36,818.58	54,145.00

Gift Fund

Total spent in September: \$1,052.58

Total deposited in September: \$249.00

Current Balance: \$9,982.80

State Aid

Total spent in September: \$178.56

Current Balance: \$12,993.90

Payroll

Pay period 6: \$5,401.88

Pay period 7: \$5,416.19

1. Building Business

Door Locks. All of the skeleton keys were found and are newly labeled. We are exploring how to safely lock certain areas of the library for safety factors, while also attempting to keep our doors aesthetically pleasing and containing our collections.

2. Director's Report Circulation/Attendance

	Library Attend.	Curbside	Program Attend.	Physical item checkouts	Overdrive checkouts	Kanopy checkouts	Hoopla checkouts
Sept 2023	1850	3	413	3413	540	126	186
Aug 2023	2340	0	667	3658	542	75	226
Sept 2022	1687	1	420	3234	503	48	170
Sept 2021	1260	4	217	3633	563	88	138
Sept 2019	1620	-	231	3751	360	35	46

Programs

Recent Programs

- Sept 14 at 6:00 - Trivia at the Brewery
- Sept 15 at 5:30 - Outdoor Concert with Pamela Means
- Sept 16 at 10:00 - History Coffee Hour about West Northfield
- Sept 30 at 1:00 - Parade (library closed) ~ and what a hit it was!
- October 5 at 6:00 - Trivia at the Brewery
- October 6 at 2:00 - Gallery Opening with Annie Chappell

Upcoming Programs

- October 14 at 2:00 - Dog Show
- October 21 at 10:00 - Coffee Hour (Postcard show, part of the 350th Celebration)
- October 28 at 1:00 - Watercolor Class
- October 31 - Halloween at the library

Heads up: December 16 is the Childrens' Holiday Bazaar

Ongoing Programs

- Knitting, Spice Club, book clubs, and StoryWalks, and Take & Makes
- Musical Storytime is back every Wednesday morning
- The Friends' puzzle swap is the first Saturdays

For kids, we now have a monthly lego day on the third Thursday of the month, and a monthly scavenger hunt for kids to do whenever they are at the library. We have had seasonal reading bingo for them for the past year.

State Aid: Thank you to Lloyd for signing. Nothing to report about the report. We met our requirements for state aid.

Staffing Costs: To have a circ assistant here 6 additional hours a week, which will cover all regular gaps in the schedule and most of the subbing needs, we would spend about \$3,600 from state aid for the rest of the fiscal year. This would increase to having two people working at one time for almost all scheduled hours. This is approximately 50% of what the state gave us last year for state aid.

The Trustees will include a staffing proposal to include this coverage in our FY25 budget.

Annual Plan: Our Director will write the Annual Plan for our internal use. We will review it at the next meeting.

Other

- **Friends Update:** There are about 10 active members. Finally the 125th Birthday Celebration happened with fun and good weather! About 125 people attended. There are the wood cutouts that have been a hit and the calendar for the Dog Show will come out with the winners of the event. This year will be the 2nd year as a return to the in-person Bazaar, and we expect it to be another great time! During the annual fund drive this year, the Friends collected about \$6000, a number of which were in the suggested \$125 amount. The annual fund drive, grants received, and gifts provide the majority of the Friends' bank balance to support all of the wonderful purchases and events provided by them.

NEXT BOARD MEETING


Our summer meeting will be November 7, 2023 at 6:00 p.m.

Location: Trustees' Room. This will be confirmed via the official posting.

Meeting Adjourned: 6:56 p.m.

Approved by the Trustees:

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

Jon McGowan

Lloyd Parrill

Deb Potee

Gretchen Licata

Alex Strysky

