

DICKINSON MEMORIAL LIBRARY
115 Main Street Northfield, Massachusetts 01360
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Board of Library Trustees Meeting
Tuesday, December 5, 2023 6:00 p.m.
MINUTES

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

1. SECRETARY'S REPORT

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

2. TREASURER'S REPORT

Budget FY24. We are on track, about halfway through the budget for about halfway through the year!

Town Appropriation, Monthly Report

Account	November exp.	Total spent	Balance	Budget
Computer Maint.	0	0	350.00	350.00
Custodial Supply	109.09	109.09	140.91	250.00
C/W Mars Fee	0	6,733.71	261.29	6,995.00
Electricity	0	467.15	4,032.85	4,500.00
Fuel Oil	925.79	925.79	5,574.21	6,500.00
Maint. Supply	216.93	216.93	583.07	800.00
Materials	3760.02	16,305.91	13,694.09	30,000.00
Office Supplies	333.18	758.27	641.73	1,400.00
Postage	0	0	100.00	100.00
Repair and Maint.	900.00	900.00	1,100.00	2,000.00
Telephone	0	105.75	494.25	600.00

Water	0	0	650.00	650.00
Total	6,245.01	26,522.60	27,622.40	54,145.00

Gift Fund

Total spent in November: \$700.90

Total deposited in November: \$25.00

Current Balance: \$11,008.16

State Aid

Total spent in November: \$0

Current Balance: \$12,822.75

Payroll

Pay period 10: \$5,395.35

Pay period 11: \$5,501.19

Balance: \$79,336.23

FY25 Budget Request. Our Director has created a draft of the library budget FY25, including increasing the line for salaries to add 10 hours to the Circulation Assistant role in order to cover the library with two employees at all time. The Board of Library Trustees voted unanimously. **Moved/Seconded/Unanimously Approved**

3. Building Business

Door Locks. Locks have been installed and both work well and are aesthetically pleasing for the Local History Room, Attic, and Meeting Room as recommended by our Director.

Flag Request from VFW. Bob Henry of the Northfield VFW has sent a letter to the Dickinson Library requesting that we install a flagpole where one used to be in order to fly a U.S. flag. The Board of Trustees honors this request. Our Director is gathering information about next steps, including seeking a potential grant to fund this project. **Moved/Seconded/Unanimously Approved**

CPA Grant Draft. Director Misha Storm has shared the first draft of the Narrative for the grant application to the CPA. The Trustees have read over the narrative and discussed.

4. Director's Report

Circulation/Attendance

	Library Attend.	Program Attend.	Physical items checkouts	Overdrive checkouts	Kanopy checkouts	Hoopla checkouts
Nov 2023	1937	626	3383	533	75	209
Oct 2023	2290	1000	3427	610	48	208
Nov 2022	1561	365	3278	474	67	164
Nov 2021	1035	284	3284	428	75	139
Nov 2019	1718	154	4616	332	63	53

Programs

Recent Programs

- November 15 at 5:00 - Campfire and S'mores
- November 16 at 3:30 - Lego Day
- November 16 at 6:00 - Trivia at the Brewery
- November 30 at 6:00 - Richie Davis author talk
- December 2 at 6:00 - Richardson Overlook (collaboration with Mt. Grace)

Upcoming Programs

- December 6 at 5:30 - New Lights in the Dawnland
- December 16 is the Childrens' Holiday Bazaar
- December 16 at 2:00 - Boston Tea Party at 250 (a virtual collaboration)

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
- Kids' Scavenger Hunts and Ready Bingo
- Kids Lego Day is every third Thursday of the month

Staffing - Circulation Assistant Position Update

Our Director has interviewed three people but at this time the position is not yet filled.

FY25 Department Report - The Town of Northfield has been working with consultants and is moving to a combined Annual Report/Budget Report compiled by departments to be shared with voters prior to Town Meeting. Our Director has shared a draft of the completed template.

NEXT BOARD MEETING

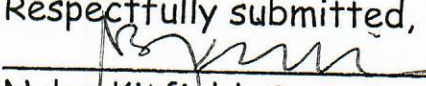
Our next meeting will be January 9, 2024 at 6:00 p.m.

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

Meeting Adjourned: 7:03 p.m.

Approved by the Trustees:

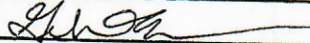
Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

Jon McGowan 

Lloyd Parrill 

Deb Potee 

Gretchen Licata 

Alex Strysky 