



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, February 6, 2018 6:07 p.m.** **MINUTES**

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

Secretary's Report

Minutes for January were submitted as sent via email.

Treasurer's Report

Our treasurer says that we have spent 61% of our electrical budget and 25% of our oil budget, so we should be in great shape!

Director's Report to the Board of Library Trustees **BUILDING BUSINESS**

Work Orders.

None outstanding.

Restoration Project: Trustee's Room.

- **Portrait of Jon McGowan.** Arrangements are to be with Paul Franz, hopefully during February
- **Chairs.** The Friends of the Library have offered \$1000 for chairs for the Local History Room (6) and Trustees' Room (8). We are interested in some Windsor chairs, on the smaller side that would be a bit more comfortable and fitting for these spaces. One idea is to look into the options that could come our way through the auctioneer Paul Gorzocoski.
- **Community Foundation of Western Mass.** Jenny will be coming on March 27 to discuss the service of the Agency Advise Fund: a place to store money received during a capital campaign. Paulina will join Deb Kern to discuss this with her.

- **Lighting Project.** Deb Kern has talked about the back hall lighting and the front step lighting with Steve Roberto, considering cost and efficiency savings if we were to redesign the lighting for those two areas. The plan is to have the Franklin County Tech School do the work, which will cost us materials expenses only, whenever they are able to do it.
- **Energy Committee Heating Feasibility Study.** Next month we will likely hear how this study came out.

Budget.

Deb Kern met with Willie Morales, Tom Walker and Deb Mero to discuss the idea of forming a Town Maintenance Budget Line. It turns out Willie had been considering it, and Tom and Deb were also open to the idea. The hope would be to move forward for FY20.

Jon and Deb Kern met with the Finance Committee and there were no questions.

MBLC Grant.

Deb Kern is working on a grant for 8 science-based programs. She is linking to the Northfield Elementary School moves into STEAM and incorporating the Engineering Design Process. Drafts are due Feb. 22, with the final copy due in April.

Northfield Cultural Council Grant Awards.

We received funding for 2 partial and 1 full grant requested by Matt, including *Play in Two Days*, *Supernatural Evening* and *Rescue Dogs*. There will be four other grant funded events to be held here at the library by other applicants: *Amandla Chorus*, a Makerspace program, *Let the Landscape Peak*, and a ukulele workshop.

Late Fees.

Jane has tracked the overdues and there has not been a significant increase in the number of items that have been lost.

Notary.

The library can now offer notarizing as part of our service to the community.

New C/W MARS Logo.

"CW MARS is pleased to unveil a new and modern logo that better represents the services and resources we provide for member libraries and their patrons throughout central and western Massachusetts.



The logo has been updated to clearly indicate the iconic image of a book, while representing the ease of sharing and access to materials with the arrow. The logo incorporates our new tagline, "Libraries Connecting Communities", highlighting how membership benefits libraries and communities in central and western Massachusetts. These benefits include access to a shared collection of

more than 2.5 million titles including a large number of ebooks. Patrons also are able to use their CW MARS card at libraries across Massachusetts."

Other.

- Continued problems with the community room heat and the children's room lights. Sam has looked into both issues, but we may need to call in HVAC and an electrician. (Budget info: Maintenance Supply \$54 balance; Repair & Maintenance \$1,100 bal.)
- CWMARS Upgrade will happen in May, moving to a web-based application. This means that we will be accessing the software for the catalog via the Chrome browser, and can do so in a portable way if it is useful for a program or information session off-site.

	Circ FY17	Circ FY18	FY 17/18		Att FY17	Att FY18	FY 17/18
Jan	4241	4436	4.60%		1934	1947	0.67%

NEXT BOARD MEETING The next board meeting will be Tuesday, March 6, 2018 at 6:00 p.m.

Meeting Adjourned: 7:05 p.m.

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

Approved by the Trustees:

Jon McGowan

Paulina Borrego

Margot Fleck

Deb Potee

Lloyd Parrill





