

DICKINSON MEMORIAL LIBRARY
115 Main Street Northfield, Massachusetts 01360
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Board of Library Trustees Meeting
Tuesday, June 13, 2023 6:03 p.m.
MINUTES

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

1. SECRETARY'S REPORT

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

2. TREASURER'S REPORT

Town Appropriation, Monthly Report

Account	May exp.	Total spent	Balance	Budget
Computer Maint.	295.00	295.00	55.00	350.00
Custodial Supply	0	270.79	-270.79	250.00
C/W Mars Fee	0	6,667.00	328.00	6,995.00
Electricity	403.62	5,083.63	-583.63	4,500.00
Fuel oil	697.69	6,313.88	186.12	6,500.00
Maint. Supply	0	0	800.00	800.00
Materials	4,726.06	30,459.48	-459.48	30,000.00
Office Supplies	394.85	1,926.14	-526.14	1,400.00
Postage	0	92.63	7.37	100.00
Repair & maint	1,660.80	2,120.80	-120.80	2,000.00
Telephone	35.25	443.31	156.69	600.00

Water	310.15	400.15	249.85	650.00
Total	8,609.98	54,072.81	72.19	54,145.00

Gift Fund

Total spent in May: \$782

Total deposited: \$875

Current Balance: \$12,463.41

State Aid

Total spent in May: \$1,760.90

Current Balance: \$11,078.57

Payroll

Pay period 23: \$5,081.79

Pay period 24: \$4,813.06

Pay period 25: \$6,002.87

YTD Total spent: \$121,573.37; Remaining Balance: \$8,063.63; Budget: \$129,637

MER Check in

We have about \$2,500 to spend, most of which has been spent, but we are waiting for invoices to come in. Our Director will need to actually purchase \$800 more and expects no issue with that. This \$2,500 will be coming out of the gift account since the materials budget from the Town has been spent.

3. Building Business

Upstairs walls/ceiling renovation - Williamstown Art came June 9. We should see a quote from them this week. She did not predict any major changes in the bottom line compared to the previous quote in 2017. Their representative has said that they will be able to extend the quote until the end of 2024 to allow for grant funding to come through for payment.

Meeting Room Heat - Misha will be reaching out to an HVAC company after July 1 to work on the heat in that room.

Meeting Room Updates - The ADA hearing upgrades are still unscheduled, but are getting closer. Tim will be painting the meeting room in preparation.

Window Cleaning - The actual final cost was \$2,500 because they were unable to open the windows.

4. Director's Report Circulation/Attendance

	Library Attend	Curbside	Program Attend.	Physical items checkouts	Overdrive checkouts	Kanopy checkouts	Hoopla checkouts
May 2023	1806	1	467	3080	508	119	225
April 2023	1747	2	614	3190	494	80	193
May 2022	1384	0	339	2694	518	63	158
May 2021	544	130	91	2712	488	45	97
May 2019	2060	-	166	3726	353	27	33

Programs

Recent Programs

- May 10 at 7:00 - online, Eric Gradoia gives a lecture on Early Architecture in New England
- May 18 at 6:00 - Amphibians and Reptiles with Mike Jones, a collab with the Bird Club
- May 20 at 10:00 - Northfield History Coffee Hour on the Field Library
- May 25 at 6:30 - Take me to the River with Beth Bazler
- June 1 at the Brewery - Trivia

Upcoming Programs

- June 16 at 6:00 at the Community Bible Church - Root Hot or Die screening with filmmaker
- June 17 at 10:00 - Coffee hour with Joel Fowler about Northfield Dairy Farms
- June 17 at 5:00 - DML birthday party

- June 27 - Summer Reading starts; there will be reading logs, tickets for reading, and a shop to spend your tickets for kids and adults
- June 29 - Summer kick off event for kids: Fireflies with Kelly Walbert from Mass Audubon

Ongoing Programs

- Knitting, Spice Club, and book clubs, and StoryWalks, Take & Makes, and Kids' Fridays continue for kids (Take & Makes will double in the summer)
- Story Time is every Wednesday morning (KF and Story Time will take a break for the summer)
- The Friends' puzzle swap is the first Saturdays

Other

- *Policy Update/Review - Art Exhibition Policy. See attached.*
Moved/Seconded/Unanimously Approved
- The Dickinson Memorial Library 125th Birthday Party is Jun 17, 2023 at 5:00 p.m. until about 7:00 p.m.
- The Dickinson Memorial Library will be closed on July 4
- Our Director Misha will be out the last week of June
- The DML float will be part of the September 30th parade for the 350th

NEXT BOARD MEETING

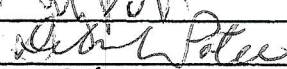
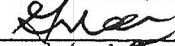

Our summer meeting will be July 11, 2023 also at 6:00 p.m. Location: Trustees' Room. This will be confirmed via the official posting. Our next regular meeting will be on September 5, 2023 at 6:00 p.m.

Meeting Adjourned: 6:50 p.m.

Approved by the Trustees:

Respectfully submitted,


Nolan Kitfield, Secretary and Trustee

Jon McGowan _____
Lloyd Parrill _____
Deb Potee  _____
Gretchen Licata  _____
Alex Strysky  _____

Art Exhibition Policy

By providing space in which to exhibit original works by local artists the Dickinson Memorial Library Trustees hope to:

- Introduce library patrons with the talents of local artists
- Promote the work of local artists
- Encourage self-education through art appreciation

Artists are chosen via an application process. The final decision is at the discretion of the Library Director and the Board of Trustees. They reserve the right to review works and to reject any work that seems inappropriate for the space. Northfield residents have priority in scheduling art exhibits, but regional artists are also welcome to apply. There is a paper application available at the circulation desk or the library and an application online via the Library's website.

Length of Exhibit

Exhibits will be six weeks unless other arrangements are requested. All works should remain until the last exhibit day. This day will be arranged in advance between the artist and the Library Director.

Setting Up

The artist will oversee placement and dismantling of the exhibit. Library staff can show how to use the Library's hanging system. Artwork must be framed or be works on canvas in order to work with the hanging system. Works cannot be hung in the gallery in any other way. The Library is not responsible for the installation or deinstallation of exhibits.

Description and Price Sheet

The artist should leave a list describing each piece. People interested in purchasing a particular work should contact the artist directly.

Liability

The artist is encouraged to carry insurance on valuable works because the Trustees cannot be liable for theft or loss. All artists will be required to sign an exhibition application, which covers issues of liability.

Publicity

The artist is responsible for publicizing the exhibit outside of the library. The Library Director and staff will publicize via library website, newsletter, and flyers.