

STONEHAM PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 13, 2016

Present: Ciccarello, Fixman, Rora, Francis, Memmo, Director Langley

1. Meeting opened at 7:30 pm by Chair Ciccarello.
2. Minutes: Reviewed the minutes from June 13th meeting. Motion to add Angela Binda's name to the list of guests who attended. Unanimously approved on a motion by Rora, 2nd by Fixman.
3. Statistical Reports: Reviewed statistical reports from April and May. Question raised by Memmo regarding whether it was possible to increase the selection of books available through OverDrive, and how many and for how long they could be checked out. Director Langley said she would look into the various options and informed the trustees that Maureen Saltzman was planning to do more OverDrive classes for the public. Motion to accept statistical reports approved on a motion by Fixman, 2nd by Rora.
4. Director's Contract: A few changes were needed to eliminate confusion over the number of sick days & vacation time available to the Director. Director Langley requested vacation time in July and Chair Ciccarello advocated for it to be a paid vacation. Motion to approve paid vacation for the Director by Memmo, 2nd by Francis & approved unanimously. Motion to approve the Director's contract by Fixman, 2nd by Rora & unanimously approved by all. Trustees signed the Director's contract and will receive copies by email or the next meeting.
5. Junior Library Equipment: The Junior Library recently acquired several new electronic devices for reading books that can be checked out by children in the Junior Room. Due to the cost of the equipment, an agreement form that lists the replacement cost for the devices will be included for parents to sign. Motion to approve the form by Memmo, 2nd by Francis. Approved by all trustees with the provision that the name of the library be added to the form.
6. Paid Town Internships: Director Langley informed the trustees that she is waiting to hear back from the Town regarding job descriptions that she submitted for 2 interns to help with cleaning and maintenance at the library. The current maintenance person works only 18.5 hrs/week and more help is needed. Fixman asked if the internships are approved, how would people apply and who would do the hiring? Director Langley said the application & hiring process would go through the Town website.
7. Ramp Handrail and Painting Projects: The painting projects are scheduled to begin at the end of June. Colors for the director's office were chosen last week. The short delay in the start time for the painting the cupola & director's office was due to DPI starting late at the Fire Station. Director Langley informed the trustees that DPI is looking into the regulations for the ramp handrail to determine what length is needed to meet safety standards. She would like to find a company who can make the handrail to match the railing for the stairs. Chair Ciccarello asked if the handrail could go up in several 10 foot sections, rather than a single long railing. Director Langley said it might be possible. She also suggested several improvements that could be made to the Library entrance, including a commemorative bench, a drain at the foot of the stairs to prevent water from collecting there, and repairs to the concrete. Also discussed was the possibility of cutting down the large tree at the top of the stairs and replacing it with something

smaller. In response to an inquiry by Fixman, Director Langley informed the trustees that the money to pay for smaller projects such as these is part of the DPI budget.

8. Goals for the Library: Director Langley would like to update the collection this summer using the CREW method, which is a library standard for collection development. Handouts were provided to the trustees explaining the process, which conforms to the "Material Selection Policy" already posted on the website. She would like to update the language on the website to reflect what is found in the most recent CREW manual. Directly Langley would like to begin the weed out process this summer. To illustrate the need, she explained that some items in the 900s (History & Geography) had not circulated for 16 years. The question of what to do with the books was raised and it was agreed that efforts should be made to sell or give the books to people who may want them, before tossing them in the dumpster. Motion to approve the weeding policy by Memmo, 2nd by Francis and unanimously approved. Regarding other goals for the Library, Directory Langley's aim is to chip away at many small projects and basic tasks with the idea of improving the overall appearance and attractiveness of the library. She also mentioned that Simmons College holds an annual intern fair where she hopes to recruit volunteers to help with daily library tasks in order to alleviate the amount of work needed to be done by staff so they could be free to develop new programs for patrons, etc.
9. Next meeting September 12, 2016 at 7:30 pm. Move to adjourn at 8:35 pm by Francis, 2nd by Memmo.