

STONEHAM PUBLIC LIBRARY
BOARD OF TRUSTEES
September 12, 2016

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

1. Meeting opened at 7:30 pm by Chair Ciccarello.
2. Reviewed the minutes from June 13th meeting. Unanimously approved on a motion by Fixman, 2nd by Memmo.
3. Reviewed statistical reports from June, July & August 2016. Approved on a motion by Fixman, 2nd by Francis.
4. Discussion regarding the vacant Library Trustee position. Notice should be placed in the newspaper to inform the public. Interested candidates should submit a letter to the board. The board will also need to meet with the selectmen to make the final appointment. Director Langley will find out the exact procedure for appointing and informing interested candidates.
5. Clear Channel contract and Library landscaping. As part of their contract for the billboard on Main Street, Clear Channel is responsible for the landscaping and maintenance of the Library grounds. At the moment, we are waiting for a plan and quote from Mike's landscaping to send to them so we can begin the restoration of the library grounds.
6. Director Langley has proposed that we close the library for one half day for professional development for the staff. There was consensus among the board members that professional education is important. Director Langley will contact people to come in to conduct the training.
7. October Town Meeting – The library will be submitting an article to request \$15,000 from the town budget in order to meet state certification requirements. Motion to submit the article was made by Francis, 2nd by Fixman.
8. Building maintenance & interior renovations: Structural and cosmetic renovations to the library building will be needed to be done soon. Director Langley will make a list of what needs to be done & will consult the long range plan to determine what will be needed in order to meet future goals.
9. Marketing Plan – Director Langley is working on putting together a consistent theme for the library that includes a logo & color scheme that can be used across different platforms. The aim is to make the library more recognizable on the internet and social media.
10. Next meeting Monday, October 3rd at 7:30 pm. Motion to adjourn at 8:30 pm by Ciccarello, 2nd by Fixman.