

**STONEHAM PUBLIC LIBRARY  
TRUSTEES' MEETING  
TUESDAY, OCTOBER 10, 2006**

Attending: Ciccarello, DiDonato, Fixman, Francis, Rora, and Director Todd  
Meeting called to order by Chairman Ciccarello at 7:40 p.m.

- I. Reviewed and approved Minutes of September meeting on a motion by Rora (2<sup>nd</sup> Francis).
- II. Reviewed and accepted Statistical Reports on a motion by Doucette (2<sup>nd</sup> Francis).
- III. Wireless Update
  - A. Wireless has been installed and glitches repaired. To access one must log in and accept conditions of Library's policy. The warrantee in place is the warrantee recommended by NOBLE.
  - B. Wireless availability will be publicized in Stoneham newspapers and on Library website.
  - C. Mr. Lord's very generous bequest, which made this possible, will be Acknowledged.
- IV. Long Range Planning Committee
  - A. Current LRP expires June 2007
  - B. Makeup of necessary committee discussed: should consist of the Director, Asst. Director, the Chair of the Board of Trustees or a designated representative, a Staff Member, two Friends of the Library, and one representative of the Community (perhaps a business person).
  - C. The Board of Library Commissioners will be asked to outline/formulate a LRP
- V. Reservation Software
  - A. Will be in place shortly. Training session was attended by Director Todd. Keeping one computer set aside solely for card catalog work will be considered.
  - B. Staff meeting: on the 27<sup>th</sup> the Library will delay opening as the Staff will meet to discuss the software and become familiar with its operation. The Staff will use the software during the week of November 4<sup>th</sup> to hone their Reservation Software skills.
- VI. Holidays: on a motion by Doucette (2<sup>nd</sup> Ciccarello) the following holiday hours plans were accepted.
  - A. Veterans' Day: Library will close on Friday, November 10 as the Town offices are closed that day, and also will close on November 11, Saturday, for the holiday.
  - B. Thanksgiving
    1. On the Wednesday prior to Thanksgiving, the staff members will each work the number of hours they are scheduled to work, closing the Library at 5 p.m.

2. Thanksgiving Day the Library is closed.
  3. If the Staff unanimously agrees to take vacation time, the Library will close the Friday after Thanksgiving.
- C. Christmas
1. Christmas Eve is on a Sunday, therefore the Library will be closed per usual.
  2. Christmas Day, Monday, the Library will be closed.
  3. On Tuesday, December 26, the Library will open at 1 p.m., with staff members each working  $\frac{1}{2}$  of their regularly scheduled hours.
- D. New Year's Day
1. New Year's Eve is a Sunday; therefore Library will be closed per usual.
  2. New Year's Day, Monday, the Library will be closed.
- VII. Other Business
- A. The Board of Library Commissioners FY2007 Public Libraries Fund Program Fact Sheet was discussed. The bequest of Mr. Lord and perhaps the Friends of the Library donations may be matched if requirements are met.
  - B. Staff Meeting: see item V, section B.
  - C. Discards Policy: A policy to hold all discards for distribution to charitable organizations was discussed and will be refined and acted upon at a future date.

Meeting adjourned at 8:44 p.m. on a motion by Francis (2<sup>nd</sup> Rora). Next meeting November 13, 2006.