

**Stoneham Public Library
Board of Trustees Meeting
February 12, 2018**

Attending: Ciccarello, DiPietro, Fixman, Francis, Director Langley (Kathryn Fitzgerald, Trustee candidate, also attended meeting)

1. 7:33PM Call to Order

2. Review Minutes of Last Meeting and Statistical Reports

Fixman moves to accept Minutes. 2nd Francis. DiPietro abstains.
Statistical Reports accepted. Motion by Fixman. 2nd DiPietro.
Director noted increased circulation in Junior Room.

3. Vote on Proposed Uses of State Aid – Bookdrop, Website

Problems with present **Bookdrop** boxes-faulty locks, leaking.
Director looked at prices. Tabled for present.

Website– Beverly librarian Ona Ridenour to build website. The work includes staff training. Board approved accepting contract for the work. (See document). Francis moved acceptance with funds coming from State Aid. DiPietro 2nd. Unanimous.

4. Staffing / Payroll / Procedural Updates –

Library Page Positions open, 10+ Hour Position.

Town is not approving added staffing in budget.

Payroll–Town uses digital time sheet- check in and out online. Includes requests for time off. Director to start similar system for the library staff.

Staffing–2 casual workers resigned. 1 page position open. Fixman made motion offering increase in hours to existing position from 7 to 10 weekly and working 1 Saturday a month. 2nd DiPietro. Unanimous.

2 applications. 4 hours in Junior Room.

Open position for page 6 hours.

DiPietro moves to hire a tech for Junior Room 4 hours and a Page for 6 hour position for adult library services. Fixman 2nd. Unanimous.

5. Re-Carpeting with Insurance Claim Update

Re-carpeting should not be done until leaking from foundation is fixed. DPW filled in cracks. Leaks gone? Foundation Study approved by Town does not include repair.

Director unsure how situation will be resolved at this point.

6. Friends of the Library News – 501(c) Status, Involvement in Programs

Lawyer will help with setting up 501(c) Status.

Friends to work on supporting more programs, volunteer time, being more involved. In the meantime the Junior Room needs funds for programs.

Francis moves to give \$500 from State Aid to Junior Room for programs. 2nd Fixman. Unanimous.

7. New / Other Business

Discussion of Town Code - next meeting. **Elevator** still out of order.

Password for internet usage will be added to system for added security.

8. Next Meeting March 12, 2018.

Adjourned 8:45PM on motion by Fixman. 2nd DiPietro.

