

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

**Attending:** Ciccarello, DiPietro, Fixman, Francis, Rora, Director Langley.  
(Trustee candidate Kathryn Fitzgerald also attended) Memmo absent.

- 1. Call to Order 7:37PM**
- 2. Minutes and Statistical Reports** reviewed and approved. Motion Ciccarello. 2nd DiPietro. 49 new patrons got library cards.
- 3. Approval of New Staff and Updates on Interviews for 20Hr Position.** Melissa Lin approved for 7 hour library tech position. Motion by Ciccarello. 2nd Fixman. Unanimous. Interviews for 20 hour position this week. Board approves 6 hour page position. Motion Ciccarello. 2nd Fixman.
- 4. Director's Job Description Approval and Update on Town's Reclassification Study** Staff has completed their part of the process. Completed reports will be available for Trustees to review before next meeting.
- 5. State Aid and Trust Fund Balances Report (see documents)**  
Trustees reviewed funds.
- 6. Gift for Martha and Gift Procedures** Inscribed Mirror with Library Cupola as gift for Martha's retirement approved on motion by Ciccarello. 2nd Fixman. Gift Procedures- 10 years of employment was discussed as criteria for this type of gift.
- 7. Update on Re-Carpeting and Foundation Projects** Books removed from some lower shelves and stored in Marcy Room. 3 quotes. Insurance to cover the cost. DPW's work on foundation seems to have stopped leaks for now.
- 8. Information on Fundraiser and on Community Reads (see flyers)**  
Generous donation from StonehamBank.
- 9. Girl Scouts and Outside Clean-up Service Project** Director Langley reached out to local groups and Girl Scouts responded. The troop will do a simple clean-up- picking up debris around library property.
- 10. Updates on Website Redesign** Web designer to meet with Assistant Director to further education needed to use and update site.
- 11. View Fire Safety Report and Discuss Walkthrough (see report)**  
Director is working on situations that need to be corrected. Reducing clutter, clearly marked and accessible emergency exits, etc. Discussed

staff training for emergency situations and steps to make closing the library at night to feel safer.

**12. New/Other Business - Elevator Still Broken.** Trouble with Schindler Co. but Director and Town Counsel are pushing the repair. Having no elevator has been very hard on our staff and for patrons who cannot use stairs. Trustees appreciate how the staff worked under such difficult circumstances. **Snow Storm Tomorrow** Ciccarello moves to close library. 2nd Fixman. Unanimous. Discussion ensued about how Director and Trustees make decisions to close or have a late opening. **Trustee DiPietro** requested that safety and emergency procedures be created as soon as possible and put into place for the library staff.

**13. Next Meeting 4/9/18**

**14. Adjournment 8:59PM** Motion Ciccarello. 2nd DiPietro. All.