

**Stoneham Public Library
Board of Trustees Meeting
Monday, May 14, 2018**

Attending: DiPietro, Fitzgerald, Fixman, Francis, Rora, Director Langley

Call to order: 7:30pm

Minutes and Statistical Report: Both reviewed and approved. Motion Fixman, 2nd Fitzgerald.

Library Fundraiser: 91 tickets sold of a goal of 100 for Books In Bloom. Many volunteers before, during and after event. Two former trustees and 1 selectman attended. In addition to the flower arrangements from the Garden Club, historical photos and items from the Historical Society, and library book displays, there was a guitarist, a speaker and lots of food. Projected profit is \$2000 with some of the money to be used for marketing and expenses for the next fund raiser and the balance shared by the Junior Room and the Adult Department for future programming. Possible date for the next fundraiser is Fall 2019.

Budget FY19/Capital Projects: The Repairs and Maintenance account received an additional \$10,000 which will allow the Director to be more proactive to catch building issues before they reach a critical stage. For example, cleaning downspouts and gutters. Modest increases in Custodial Supplies should alleviate the need for staff to bring in their own supplies. In Capital Funds, the Library received \$15,000 for Computer Replacement and \$31,000 for Carpeting. With the 15K and 10% of the appropriated budget allowed by MBLC, we should be able to replace ALL library computers. This will be done by NOBLE and the timeline is the end of this summer. The next carpeting to be replaced with this new capital money will be in the Junior Room, the Mezzanine, the Director's Office, and the Staff areas. This may be done in stages and is expected to start after the fall programs, probably December/January. We hope to have DPW assistance with this "indoor" project. Discussion ensued about the new carpeting which got wet soon after installation. Water issues have been the norm since the new addition was added. Solutions may include new gutters and drainage pipe.

Junior Room Code of Conduct: Due to behavior issues and noise levels in the Junior Room, the staff would like to post a Code of Conduct. A sample code was provided. Discussion ensued and with some tweaking of the language a code of behavior will be voted on at the next trustees meeting.

Staffing Update: Four people were interviewed for the 20-hour position by the Director and the Town HR person Donna Gaffey. Timothy Thomason will be offered the position. Motion by Fixman, 2nd by Fitzgerald. Unanimous.

Long Range Plan: The Director will go through the 2016-2020 plan which was completed just before she started. Some goals have been reached and will be updated and used as marketing tools. The trustees have received this plan via email.

Director eCourse: The Director asked for and received permission to use state aid money to take the course "Winning Support and Influencing Communities for Library Funding." The 12 week course begins July 16th and is a product of EveryLibrary. Motion Fixman, 2nd Fitzgerald. Unanimous.

New Business: Security issues and personnel issues will be discussed at the next meeting.

Next Meeting: June 11th.

Adjournment: 8:28. Motion Fixman, 2nd Fitzgerald.