

**Stoneham Public Library  
Board of Trustees Meeting  
June 11, 2018**

Attending: Ciccarello, Fitzgerald, Fixman, Francis, Rora, Director Langley.  
(also attending: Angela Binda, Marcia Wengen, Hillary Fotino)

**1. 7:33 Call to Order**

(Ciccarello moves #6 on Agenda to go first. 2nd Fixman. All.)

**6. Safety Training(s) and Radio Purchase (Angela Binda representing staff)**

Director reports changes needed for the safety of the staff and building.

Some evenings only 2 or 3 staff on hand to close. It is not safe or acceptable for only two staff members to close the library. Trustees to be contacted if library needs to close early due to limited staffing. Safety procedures being worked on as well as need for increased staffing.

**Radio/Walkie Talkie-** at least three needed for communication and safety within building. Ciccarello moves to allocate money from State Aid for purchase. 2nd Fixman. Unanimous. No more than \$500 to be spent.

**2. Review Minutes of Last Meeting and of Statistical Reports**

Fitzgerald moves approval/2nd Fixman. All.

Hoopla added to Statistical Report. New streaming for movies, music.

Ciccarello/Fitzgerald. All.(Ciccarello abstained voting on minutes.)

**3. Review of Job Descriptions (to be voted on in future)**

Staff members worked with consultant. More time needed to simplify some of the language and carefully go over job descriptions.

**4. Junior Room, New Code of Conduct, Revised-** Reviewed by Trustees.

Behavior guidelines based on current Behavior and Children's Safety Policy.

**5. Approval for Director Taking Course in Andover**

**National Seminars Training in Andover, Aug 2-3**

Approved on motion by Ciccarello/2nd Fixman. Unanimous. \$300 for Management & Leadership Skills Seminar.

**7. Discussion About Ideas for Marketing Plan**

New inside book drop. Using a blue theme for Stoneham's colors. 10 small, blue book carts will be available for patrons to place books on rather than doing the re-shelving themselves. New website to be up by end of month.

**8. New / Other Business** Marcia Wengen, Hillary Fotino (Historical

Commission) realized through conversation with Janice Chase the need for historical facts displayed in the building explaining how our library was founded by Andrew Carnegie in 1904. Many patrons do not know the library's history.

Trustees asked for input regarding placing an informational plaque.

**9. Next Meeting tentatively July 9, 2018**

**10. Adjournment 8:54PM** Ciccarello, 2nd Fixman. All.