

**Stoneham Public Library
Board of Trustees Meeting
August 13, 2018**

Attending: Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Rora, Director Langley
(also attending Angela Binda, Janice Chase, Maureen Saltzman)

1. **7:32 Call to Order**
2. **Minutes and Statistical Reports.** Director Langley explained the new report format which looks different because she changed it to sync better with the state reporting format. For example, the museum passes will now count as 1 circulation rather than the potential number of attendees on said pass. Format will continue to be edited as Program Attendance and specific Reference activities are added. Major database usage will also be noted in the future. (Motion by Ciccarello, 2nd Fixman, Unanimous.)
3. **Review of Job Descriptions and Board HR Duties.** Director Langley voiced her concerns about communication with the Town's HR department. The delay between hiring date and start date of new employees is proving problematic. Also at issue is the new job classification proposal. The Town is not recognizing the advanced degrees of the library employees as they make their classification recommendations thereby placing librarians in levels not on par with their level of education. Senior professional employees were on hand to also voice their concerns. The Board asked the Director to draft a letter to the Town Manager and the Select Board regarding the unfair level placement. (Motion by Ciccarello, 2nd Fixman. Unanimous)
4. **Courses.** Director Langley reported on 2 professional development courses. One is an online class that will continue until the middle of October, "Winning Elections and Influencing Politicians for Library Funding." The other was a two-day class, "Management and Leadership Skills for First-Time Supervisors and Managers." Both have already proven effective as she has gleaned several practical suggestions.
5. **Staff Training Day.** The Director discussed the need for a day for staff training. Half of the day would be devoted to safety issues with training by the Stoneham Police Department regarding issues that library staff have had to deal with or may face in the future. MLA has prepared an emergency manual for library staff. The second part of the day will focus on Evergreen/NOBLE updates with personnel from NOBLE providing the training. (Motion to designate September 28th as the date for staff training was made by Ciccarello, 2nd Francis. Unanimous)
6. **Safety and Break-In Updates.** A large window leading to the Stoneham Room was broken and someone climbed in breaking the glass plate covering the large oval table and damaging two chairs. The burglar took the Friends donation jar and the fines box. Security cameras were discussed and it was decided to coordinate with the Town's IT department for installation of possibly 4 cameras: Front door, Warren St. door, loading dock area, and the bathroom hallway. (Motion by Ciccarello to spend up to \$5,000 for multiple cameras. 2nd FitzGerald. Unanimous)
7. **Meeting Room Policy.** The ALA is revising their recommendations for library meeting room uses. The Director will keep us posted if there are any changes we may need to consider for our recently revised policy.
8. **Equipment upgrades.** Quotes will be coming for an upgrade to the security gate. In 2-3 years the current gate will no longer qualify for service due to age. In addition, a "people counter" may be added.

9. **New/ Other Business.** Water flowed again in the basement because the downspout was disconnected. DPW came to check it out. Trustee Francis will donate a “hurricane fan” to keep on site for the future.
Trustee Francis also made us aware of a creative sign advertising the Burlington Public Library’s offerings. Something for us to consider at a later date.
10. **Next meeting** is Sept. 10th.
11. **Adjournment** at 9:10. (Ciccarello, 2nd FitzGerald. Unanimous.)