

**Stoneham Public Library
Board of Trustees Meeting
Oct. 15, 2018**

Attending: Ciccarello, DiPietro, FitzGerald, Francis, Rora, Director Langley

Call to Order: 7:34

Minutes and Statistical Reports: Some discussion concerning the discrepancies between the in-house numbers and the ARIS report. Director Langley will research this issue. (Motion by Ciccarello, 2nd by FitzGerald) Minutes approved.

Bus Shelter Project and Bike Rack update: Some delays have been experienced due to the resignation of TA Younger and the need to receive permission from the Conservation Commission to have the shade tree removed. Bob Grover has put in the work order to have the tree removed. The bus shelter has been delivered to the DPW. Target date for installation is mid-November. Two "READ" bike racks have been purchased by the Community Development Commission. The placement was intended to be near the front door but there was some discussion regarding the sharing of the ramp by bike riders and pedestrians. Other areas for placement may be considered.

Reclassification Study Letter: Resolution of this issue has been placed on hold until a new TA is appointed.

Staff Training: Director Langley reported on the very successful staff safety training day. Multiple ideas for safety were generated. One concern involved the HVAC room which requires staff to climb through a small door and put on ear protection in order to turn on the AC. One of the solutions would be the hiring of another custodian so professional staff are not required to handle this task.

Staffing: Two open positions need to be filled: a 7-hour library tech and a one Saturday per month senior staff member. Donna from HR told Director Langley that minimum wage was going up to \$12 on January 1st. This will effect the \$11.03 for casual employees and the \$11.00 for pages. Director Langley is suggesting the casual employees rate of pay increase to \$12.75 on January 1st. There are two candidates for the 2 open positions and the trustees voted to hire Katie Witham for the 7-hour position at \$11.03 to increase to \$12.75 after January 1st. (Motion Ciccarello, 2nd FitzGerald) The senior staff position (4 hours on one Saturday per month) will be offered to former employee Laurie Lucey at \$24.00. (Motion Ciccarello, 2nd FitzGerald)

Trust Funds/State Aid for Art Project and Craft Program: The trustees approved the use of up to \$600 from State Aid to provide supplies and a stipend for a crafter to hold 2 classes perhaps on Thursday evenings. (Motion Ciccarello, 2nd FitzGerald) Up to \$400 was approved to be taken from the Apalakis Fund to provide a grant to do a portrait of former library director, Mary Todd, under the auspices of the Stoneham Cultural Council. The portrait will be hung in the library. (Motion Ciccarello, 2nd FitzGerald)

Staff Parking Lot: An anonymous complaint was received by the library director stating that a proposal was about to be put forward to the selectmen to allow residents to use the library staff parking lot. Town Hall was notified and the DPW will supply another sign designating this area for library staff only.

Holiday Closings: The Library will be closed on December 24th and 25th. Staff will use personal time for the 1/2 day Monday. Library will be closed Thursday, Friday and Saturday for Thanksgiving. Staff uses personal time for Friday. On Monday December 31st, the library will close at 5pm instead of 9pm. (Motion Ciccarello, 2nd FitzGerald)

Next Meeting: Tuesday, November 13th. (NOTE: Date amended as 11/13/18 conflicts with a Tri-Board meeting. New November date: Tuesday, November 6th.)

Adjournment: 9:05