

**Stoneham Public Library
Board of Trustees Meeting
Nov. 6, 2018**

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

Call to Order: 7:30

Minutes and Statistical Reports: Work continues on reconciling the two statistics reports with Evergreen's assistance. (Motion by Ciccarello, 2nd by Fixman)

Summary of Director Training: Director Langley attended a workshop on effective management led by a former IBM employee. Next up: Digital Marketing Boot Camp which will cover how to communicate with tact, professionalism and diplomacy. More webinar training is planned for the director and other staff members.

FY20 Budget: The Finance Board liaisons for the budget are Tim Waitkevitch and Cory Mashburn. Staffing is the main concern. The library needs an additional maintenance person and well as more personnel for Circulation, the Junior Room, Tech Services and the Reference Desk. A targeted area of concern is coverage for Junior Room programs.

FY19 Capital Project Updates: The foundation and carpeting have been completed with some funds coming from insurance. Request for painting will be resubmitted and the computers are ready to be ordered. Future capital ideas include a self-checkout machine from Bibliotheca (\$21,000) and a new Book Return bin with an A/V slot (\$6,000). The self-checkout machine would be piloted in the Junior Room to help alleviate the long wait lines for checkout after programs. An energy audit was also discussed.

Repairs and Maintenance Projects Updates: A quote for cleaning the HVAC ducts has been requested after discovering an unpleasant odor coming from the vents in the Assistant Director's office. Probably mildew, this is a health and safety issue with some staff experiencing migraines. Larry Brophy is assisting with this issue.

Bus Shelter Project Update: Work has begun on this project and the plan is for it to be completed before the ground freezes. The tree has been removed. Next up: ramp regrading, curb replacement, bike rack, lamp posts and the bus shelter.

Safety Manual Project Update: The Director has been reviewing the SPL Employee Emergency Procedures Manual for revision. To this end, the director will be meeting with the Fire Captain.

New/Other Business: The director reported that the Friends of the Library has a bank account with the town's ID number. The Junior Friends also has an account. While there has been ongoing use of this account by the Junior Room for many years, the Friends have changed this practice. Funds for the Junior Room from grants and individual donors had been deposited into this account and the Junior Room staff had used these funds for incidental library costs. These costs now need to be accounted for, therefore a new accounting practice will ensue perhaps with a revolving account through the Town.

Trustee DiPietro asked if the monthly reports from professional staff could be streamlined to only include new or unique happenings in their department.

Next Meeting: Dec. 10th. 7:30pm

Adjournment: 9:01 (Motion Ciccarello, 2nd Fixman)