STONEHAM PUBLIC LIBRARY

BOARD OF TRUSTEES

April 4, 2017

Present: Ciccarello, Francis, DiPietro, Memmo, Director Langley

1. Meeting opened at 7:40 pm by Chair Ciccarello.
2. Minutes reviewed from previous meeting. Approved on motion by DiPietro, 2nd by Francis with Memmo abstaining.
3. Review of statistical reports. Director Langley noted a decrease in circulation of nonfiction books in both January and February, but that the overall circulation numbers and reference questions were up. Approved upon on a motion by Memmo, 2nd by Francis.
4. Amnesty Food Drive – Program to allow patrons to pay off fines by donating food items for local food pantry. About 125-130 items were collected.
5. Arbors Senior Home Outreach – Arbors staff wishes to initiate a program that would allow residents to borrow books. Possible ideas are to have Arbors staff transport residents to the library by van. Residents would have their own library cards. Other alternatives would be to issue a library card for a staff member who would be responsible for returning books or starting a delivery service where seniors would each receive their own bag of books.
6. Audiovisual Budget Proposal: Directory Langley would like to allocate several thousand dollars from library funds to purchase new DVDs for the junior room library and to make changes in the current lending policy of charging patrons a rental fee for all DVDs. Discussion ensued. It was decided to propose make the policy for checking out DVDs in the junior room the same as it is in the adult department: New DVDs would be rented for $1 and then go into general circulation after one year. Director Langley will consult with the junior room librarian to get her opinion on the issue. Also discussed was the possibility of extending the lending period for older books in the junior room from 2 to 3 weeks, but to keep the lending period for new books at 2 weeks.
7. Gifts/Donations Guidelines – Director Langley will draft a policy about what sort of material donations the library will be allowed to accept. Trustees were in agreement that donated items should directly relate to the library or town history.
8. Staff hours, hiring & compensation – Motion to accept the hiring of Christine Cavelary for a 10-hour part-time position at $11 / hour. Approved on motion by DiPinto, 2nd by Francis. Director Langley will send board members a summary of all staff and their hours.
9. Program Development: Director Langley requested that the board approve of a one-time appropriation of $1,000 from donations and state aid to supply and develop new programs for the library. Included in this would be the purchase of a new supply cabinet for the junior room. Approved on motion by DiPinto, 2nd by Francis.
10. Landscaping: Director Langley will follow-up with all relevant parties regarding the status of the Library landscaping project, which was approved and part of the money already allocated by the Town.
11. Next meeting Monday, April 10, at 7:30 pm. Motion to adjourn at 9:00 pm by Ciccarello, 2nd by Memmo.