STONEHAM PUBLIC LIBRARY

BOARD OF TRUSTEES

December 12, 2016

Present: Ciccarello, Fixman, Rora, DiPietro, Memmo, Director Langley

1. Meeting opened at 7:30 pm by Chair Ciccarello.
2. Minutes reviewed from November meeting. Approved on motion by Rora, 2nd by DiPietro with Memmo abstaining.
3. Statistical reports for November 2016 reviewed. Approved on a motion by Fixman, 2nd by Rora.
4. Service Upgrade for Printing: Coin boxes were installed for patrons printing from computers and everything appears to be working smoothly. Some staff training required.
5. Library Director Vacation: Director Langley will be on vacation during the time when the Library is closed from Dec. 23rd to January 2nd and will return to work on January 3rd.
6. Capital Improvements: The Town made some changes to the Capital Project Request Form, which now allows the Director rate the priority of each request. Director Langley did not submit any new requests, but did follow up on previously submitted requests. This includes a request to have the entire foundation of the library building inspected and repaired. The estimate is $100,000 depending on the extent of the damaged found. Previous requests for repairs to damaged walls (with additional photographs) showing the need for painting and new carpeting were also resubmitted for 2018. The order of priority being 1-Foundation, 2 – Carpeting, and 3 – Interior inspection & painting, 4 - $10,000 to replace the library computers used by the public and staff.
7. Operating Budget: Director Langley will request more staff for next year. Slight increase for minor repairs and maintenance, printing business cards, custodial supplies, trash bags to dispose of old books, etc. Increases in library budget will also increase the amount that must be spent on education supplies, which must total 15% of budget.
8. Director & Staff Performance Evaluations: It was mentioned at a meeting of Town department heads that the Selectmen were considering implementing evaluations for all department heads. This could be useful for setting goals and adding to employee files with the caveat that it could also be abused. Director Langley will research appropriate evaluation templates. Evaluations for the previous year should be done sometime in January.
9. New Business: The Library has received its certification for the year and will be receiving 2 payments from the state totaling about $11,710.
10. Next meeting Monday, January 9, at 7:30 pm. Motion to adjourn at 8:02 pm by Rora, 2nd by Memmo.