

**STONEHAM PUBLIC LIBRARY
TRUSTEES' MEETING
MARCH 12, 2012**

Attending: Ciccarello, DiDonato, Doucette, Fixman, Francis, Rora, Director Todd

- I. Meeting called to order by Chair Rora at 7:31 p.m.
- II. Review Minutes of Last Meeting: Minutes (Document A) reviewed and accepted (one abstention) on a motion by Ciccarello (2nd Doucette).
- III. Review Statistical Reports: Reports (B1, B2) reviewed and accepted unanimously on a motion by Ciccarello (2nd Francis). As the custodian is out for medical reasons, his replacement will be compensated from the Repairs and Maintenance budget, which will be supplemented by funds transferred from an excess in the gas allotment.
- IV. FY13 Budget Update: Director Todd attended the recent Department Heads' Meeting and suggested that informational meetings be held for all employees regarding retirement issues. This suggestion was met with great enthusiasm and her idea will be implemented.
- V. Internship for Katelyn: Ms. Federico will be overseeing the scanning of a vast number of items (C1) into Noble Digital Heritage. Director Todd reviewed the list with the Trustees and explained that Katelyn would then be entering information under each item (C2). This digital cataloging is a daunting undertaking and Katelyn will be compensated from the Apalakis Fund.
- VI. Copy Machine Contract: Director Todd discussed the latest estimate (D) for replacing the nonfunctioning hallway copy machine. Current copy machine company is not responsive and the Director would like to go in this new direction. The Director will check into details of proposed contract and if all is the same for color as it is for black/white, the Trustees, on a motion by Francis (2nd Doucette), unanimously approved the written contract for \$120 per month for 5 years with a \$300 per year maintenance fee for the proposed color copy machine. Director Todd will get the necessary information to move forward with replacement.
- VII. New Business: No new business
- VIII. Old Business
 - A. Director's Contract: TA discovered that the Fiscal Year is incorrect, thus the salary amount is incorrect on contract. Year and numbers corrected and on a motion by DiDonato (2nd Francis) the amended contract (E) was unanimously approved.
 - B. Mystery Night Update: A replacement has been found and more may be needed for male cast members.
 - C. Scanning Application: See item V.

Meeting adjourned at 8:24 p.m. on a motion by Ciccarello (2nd Fixman).

Next meeting: Monday, April 9, 2012 at 7:30 p.m.