

STONEHAM PUBLIC LIBRARY
TRUSTEES' MEETING
MONDAY, NOVEMBER 13, 2012

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

- I. Meeting called to order at 7:37PM by Ciccarello.
- II. MINUTES (Document 1) reviewed and accepted. Motion by Fixman (2nd Doucette). Unanimous.
- III. STATISTICAL REPORTS (Documents 2-AB, 3-AB, 4) reviewed and accepted on motion by Fixman (2nd Doucette). Unanimous.
Director Todd explained glitches in new circulation system (EVERGREEN) reflected in the reports. For example, Web renewals by patrons need to be added by library staff as a separate item. Training sessions are ongoing and problems are being addressed by NOBLE.
- IV. HOLIDAY SCHEDULE revisited.
Staff agrees to Thanksgiving and Christmas schedule-- library closed for extra days due to the holiday falling on a Tuesday.
Christmas—Closed December 24th and 25th.
New Years—Open New Year's Eve till 1PM.
Motion by Rora (2nd Doucette). Unanimous.
- V. DIRECTOR'S VACATION
November 19-December 3rd. May Forkin Acting Director
- VI. PUBLIC FAX MACHINE revisited.
Upon further inquires-- public fax machine would not be cost effective.
- VII. OLD BUSINESS
 - a. OUTSIDE LIGHT
Electrician to install light on library to illuminate walkway.
 - b. PLAQUE CHARGE
Director to review past donations to library made in honor or in memory of patrons – hoping to guide the Trustees decision regarding an acceptable amount necessitating a plaque or other form of remembrance in the library.
 - c. STATE AID TO PUBLIC LIBRARIES PROGRAM
Vice Chair Rora received letter (Doc. 5) Amount \$8,607.70.
Monies to be electronically transferred to Town of Stoneham.
Second payment comes by last quarter FY2013.
- VIII. NEW BUSINESS
 - a. CPR TRAINING
Tracy Mello trainer
Voluntary for Staff—November 29, 2012, 9AM TO 10AM
DEFIB MACHINE pads and battery to be checked.

MEETING ADJOURNED 8:01PM JF/MR2nd. Unanimous.