

**STONEHAM PUBLIC LIBRARY
TRUSTEES' MEETING
SEPTEMBER 13, 2010**

Attending: Ciccarello, DiDonato, Doucette, Fixman, and Director Todd. Late arrival: Francis

Meeting called to order at 7:31 p.m. by Chair Rora

- I. Review Minutes of Last Meeting (7:31 p.m.): Minutes (Document A) reviewed and accepted by all present (Francis not in attendance) on a motion by Fixman (2nd Ciccarello).
- II. Review Statistical Reports for May 2010 (Document B1) and June 2010 (B2), and Budget Report (B3) (7:32 p.m.): All reports reviewed and accepted by all present (Francis not in attendance) on a motion by Ciccarello (2nd Doucette). Trustee Francis present at 7:35 p.m.
- III. Proposed seminar with JRM Workshops (7:36 p.m.): Mr. Harvey Alberg and Mr. Jason Olson discussed "The Complete Retirement Planning Workshop."
 - A. The issues of room rental fees, the Library's rental policy, and the fee charged to attend the workshop were discussed at length.
 - B. A letter of referral (C1) was presented.
 - C. The brochure (C2) used in Marblehead was presented and discussed in that the Trustees and Director would like to make clear that the Library is not sponsoring the event. It was agreed that any brochure would be presented for approval by the Director prior to printing.
 - D. The disclaimer form used by Marblehead will be sent to Director Todd for her perusal.
 - E. Director Todd will speak to Town Counsel with any questions.
 - F. Mr. Albert and Mr. Olson were thanked for their presentation.
 1. Further discussion of the Library's room rental policy followed their departure and all were in agreement that no exceptions should be made to the policy and that Mr. Albert and Mr. Olson would be duly informed that the rental policy stands firm.
- IV. October Town Meeting/FY11 Budget (8:32 p.m.): TM is Thursday October 21st. Director Todd will meet with the Friends of the Library regarding Town Meeting and Budget concerns to encourage TM attendance.
- V. Assistant Director's Family Leave (8:39 p.m.): The Asst. Director will use seven weeks of sick time in accordance with the Family Medical Leave Act and will return on Monday, October 26, 2010. Her duties will be covered by the Director and other Staff.

- VI. Stoneham Roadshow (8:42 p.m.): Roadshow is scheduled for Saturday October 16th from 10 a.m. to 3 p.m. A video on the Library's website explains the program. It is hoped that the turnout will be outstanding. Neighbors and friends should be encouraged to participate.
- VII. New Business (8:45 p.m.):
 - A. Outdoor Lighting: A small window was broken. Chief of Police suggested outdoor lighting would be an excellent mischief deterrent. Director Todd will research options and costs.
 - B. Girl Scout Storage Request: Local scouts have requested storage area, however Trustees all agreed that storage is not available.
 - C. Holidays: On a motion by Ciccarello (2nd Doucette) it was agreed by all that the Library will follow the same Holiday Schedule (Document D) that the Town will follow.
 - 1. It was also agreed by all that the Library will follow past procedure and close at 6 p.m. the night of Town Meeting, October 21st, so that all can attend.
 - D. Theft: ATM card allegedly taken by a patron. Detective Dalis has requested he be summoned if the alleged perpetrator should make an appearance at the Library.

Meeting adjourned at 9:10 p.m. on a motion by Ciccarello (2nd Fixman – all in favor).

Next meeting: Tuesday October 12, 2010.