

**STONEHAM PUBLIC LIBRARY
TRUSTEES' MEETING
MONDAY, NOVEMBER 14, 2011**

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

- I. Meeting called to order at 7:30 p.m. by Chair Rora
- II. Review Minutes of Last Meeting: Minutes (Document A) reviewed and accepted by all on a motion by Ciccarello (2nd Doucette)
- III. Review Statistical Reports: Reports (B1, B2) reviewed and accepted by all on a motion by Ciccarello (2nd Fixman). Increase in OverDrive numbers noted.
- IV. Holidays: On a motion by Ciccarello (2nd Fixman) all accepted the following:
 - A. For Thanksgiving, as in the past, the SPL will be closed on Thursday, Friday, and Saturday if Staff unanimously agrees to use vacation time for those days.
 - B. For Christmas, the SPL will close at 1 p.m. on Friday, December 23 and will be closed through the 26th.
 - C. Closings will be well publicized.

Director Todd requested that number 7 on the agenda be taken out of order. There were no objections.

- V. Evergreen Switchover: Implementation will be delayed. The newly planned Memorial Day implementation will work out well as the SPL can use the 3 day closure to convert.
- VI. Food Drive/Fines: Fine Free Week will be scheduled before Christmas and will be well publicized. With the donation of nonperishables for the Food Pantry, fines will be forgiven. The SPL hopes to not only encourage the return of many overdue books, but also to aid the Pantry.
- VII. Preservation Plan (C): Director Todd presented the Trustees and TA with the plan she has been working on. The plan deals with recommendations and suggestions made by the NEDCC representative, who spent ½ a day going through the building.
- VIII. New Business:
 - A. Cabinet Builder: Mr. John Conti has graciously and generously volunteered his time, if the Town will supply materials, to construct and install cabinets in the SPL. He will be contacted in January.
 - B. Trustee Candidate: Candidates are being encouraged to enter election.
 - C. Complaining Neighbor: Emails (D) shared with Trustees per neighbor's request. It is hoped that the recent cleanup meets the neighbor's standards.
 - D. Update Digital Commonwealth Project: Contact called. Director will apply. Town has sent \$100 check and will complete application when check has cleared.

Meeting adjourned at 8:20 p.m. on a motion by Fixman (2nd Ciccarello)
Next Meeting: Monday, December 12, 7:30 p.m.