

**Stoneham Public Library  
Board of Trustees Meeting  
January 8, 2018**

**Attending: Ciccarello, Fixman, Francis, Memmo, Rora,  
Director Langley**

**1. Call to Order 7:34PM**

**2. Review Minutes**– Approved RC/SF Review Statistical Reports  
Approved RC/SF all.

**3. Vote to Approve New Hire**

Annette DiFelice 20 hour position. Approved RC/SF unanimous.  
Starts working this week

**4. Staff Leave Procedures Change**

Staff need to give advance notice of time to be taken off.  
Scheduling difficulties result otherwise. Approval to be requested in a  
timely manner. Director to develop form specifying procedure.

**5. Question Concerning Procedures with Associated Groups**

New Meeting Room Policy now in effect.

**6. Re-Carpeting with Insurance Claim Update (Water Damage)**

Director reports Larry Brophy (DPW) looking into carpet tiles as a  
solution. CD case being replaced due to water damage.

**7. Miracle Messages Partnership**

Nancy Erhard, Stoneham resident, volunteers for program trying to help  
homeless individuals. Care packages with socks, gloves, soap etc. Organization  
also helps contact family if requested. Library not to be involved in more than  
allowing small care packages in library for the winter season.

**8. New Business**

February "Love Your Library" month food drive in lieu of fines.

**Other Business**

**Elevator heater needs replacement** of oil or heater that uses the oil to operate  
correctly. Elevator tech from Schindler repaired elevator for now. Director to  
follow up with company to insure elevator stays in working order.

**Classification and Compensation Study for Town Employees**

Job Description/Classification Plan/Compensation Plan

Library Staff in Processional Union to do survey for consultant.

**9. Next Meeting** February 12, 2018.

**10. Adjournment JF/RC all.**

