

**Stoneham Public Library  
Board of Trustees (Virtual) Meeting  
June 15, 2020**

**Attending:** Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Rora, Director Langley, Staff: Cunningham, Saltzman, Overbeck

**Call to Order:** 7:32

**Approval of Minutes:** Motion to approve: Fixman, 2nd FitzGerald. Unanimous.

**Discussion of FY21 and Cutbacks:** The budget freeze for FY20 continues. The FY21 budget required a 10-15% budget cut (mandatory for all Town departments). Since the operating budget had no wiggle room, the Director had to look to personnel. In consultation with the TA and Trustee Ciccarello, the library made the painful decision to eliminate the professional position of Assistant Director for FY21 and leave open until December 2020 the full-time Junior Room Senior Library Technician. It is unclear whether we will be able to fill the two open part-time positions. Motion to accept a revised budget with input and aid of the Town Administrator and Chair of the Board of Trustees to include the elimination of the Assistant Director position for FY21 and the Junior Room Senior Library Technician position until December 2020: Francis, 2nd Fixman. Unanimous.

The job duties of the Assistant Director position according to the reclassification study include the following: social media/website updates, newsletter publication, marketing/public relations, adult programming, purchasing nonfiction, circulation desk coverage, liaison to the Friends, management assistance for the Director, training and mentoring staff. There has been some discussion with the TA about stipends for remaining staff to handle some of these duties. Discussion ensued among the trustees including the hiring of a website consultant vs. using current staff to update our social media and changing the website host from the current vendor to NOBLE.

**Update about Equipment and Purchases:** Emergency supplies are allowed under the current budget freeze; anything over \$1,000 should be run by TA first. The Facilities Department is ordering a disinfecting sprayer from emergency funds for the library (\$1500-1800). Two hand scanners for circulation needs have been ordered. A second request from Trustee Francis about subscribing to Acorn TV was made. Director Langley announced \$3,000 was added to our Hoopla account and \$1,000 to Overdrive to help patron access to more e-materials. If Acorn TV is less than \$1,000 the Director will consider.

**Reopening Plan:** The book return has been open for 3 weeks although noted by Trustee DiPietro that there had been no public notice of this. A full schedule for the staff will be enacted starting next week (June 12th). Front door delivery procedures are being finalized. A flier announcing this service will be posted on FB, the website and in the Stoneham Independent.

**New/Other Business:** The Director's plan had been to focus on the Strategic Plan then the Marketing Plan, but she has changed it due to the current situation. With free marketing consulting services from the MBLC, she will work on a rebranding/style guide and make decisions on who is responsible for what. Margaret from NOBLE will meet with the director tomorrow to consult about migrating the website to NOBLE.

The Director has been asked to serve on NOBLE's Executive Board. This will require monthly meetings and will be helpful to market our library and lift our profile in the area. The Director will also be participating in a Leadership and Local Government graduate class for 25 weeks starting in the fall. Half of the

classes will be online, half in person at the Danvers Police Station. The TA will need to approve this venture.

Trustee Francis advocated for rereleasing the Strategic Plan survey to compare and contrast answers after experiencing life during a pandemic. She stressed we do this without hiring outside consultants. Trustee Ciccarello agreed we need to rethink how we do business; what will the new normal look like? He noted we may need to find a new platform for virtual book clubs.

Next Meeting: July 13 at 7:00pm. Virtual. Note new time. We thank Mike Rora for his years of service as this is his last meeting.

Adjournment: 8:38. Motion to adjourn: Rora, 2nd Fixman. Unanimous.