

**Stoneham Public Library
Board of Trustees (Virtual) Meeting
July 13, 2020**

Attending: Ciccarello, DiPietro, FitzGerald, Francis, Killilea, Director Langley. Staff: Rachel Overbeck, Maureen Saltzman, Angela Binda, Deb Cunningham, Bruce MacDonald. Guest: Hugh Williams.

Call to Order: **7:05**

Welcome New Member and Reorganization of Board: Welcome to Jessica Killilea as the newest Board member and congratulations to Rocco Ciccarello for his reelection.

Nominations:

Chair: Rocco Ciccarello Nominated by Francis, 2nd FitzGerald

Vice-Chair: Jane Francis Nominated by DiPietro, 2nd FitzGerald

Secretary: Kathryn FitzGerald Nominated by Francis, 2nd Killilea

Roll call vote: Unanimous.

Approval of Minutes and Statistics: One note to the minutes: The TA has approved the Director's class. Motion to approve: Francis, 2nd Killilea. Vote: 4 approve; 1 abstention.

The staff have been getting calls for provisional and expired library cards, pin numbers, and about automatic renewals. Rachel has been handling the social media for the month of June. Over 32,000 people were reached on Facebook! The post about Summer Reading Suggestions was the most popular with 3.5K hits. Motion to approve statistics: Francis, 2nd FitzGerald. Unanimous.

Approval for New Service: Funding Mobile Printing. The Director would like to fund a mobile printing service at the cost of \$1,025 (one-time implementation fee of \$300 and \$725 for one year service.) Motion to fund a mobile printing service for public use for no more than \$1,025 with the stipulation that the Director investigate ease of use for the public: Francis, 2nd Killilea. Unanimous.

Discussion of Spending of Bequest Funds and State Aid Funds: \$50,000 in Bequest Funds has been deposited and we have \$200,000 in state aid monies. The Director and Rachel have discussed perhaps purchasing Canva and Adobe for marketing needs. The Director feels that bequest funds should be used for more permanent items like shelving, curtains, and furniture while state aid funds should go to training, supplementing items in the regular budget, small equipment, and for items needed for the daily functions of the library. Waiting for a monthly trustee meeting is not practical when funds are needed quickly. The Director has asked to be allowed to use some funds at her discretion which she would then report to the board after purchase. Rocco spoke to this with DiPietro and Francis concurring stating that use of state aid would be acceptable but he feels bequest money should have Board approval for oversight. Motion that the Director may use her discretion in spending no more than \$400 monthly from state aid for essential necessary items for daily library activities: Francis, 2nd FitzGerald. Unanimous.

Further discussion: Jane asked about the process for someone to donate to the library. There is a library donation account people may contribute to. Also since the Friends are disbanding for at least the summer, Rocco suggested we use their funds to hire a local Stoneham lawyer to help establish a library foundation. Mary Todd may be able to assist with this as she did some research on this topic. Nicole will reach out to Mary. Tricia suggested contacting the MBLC for guidance and Jessica offered to help out with this project.

Update on Summer Reading and One Million Minutes Challenge: As of July 10th, 62 adults, 111 children and 11 teens have signed up for the summer reading program. The low turnout for children is similar to surrounding communities. People have read over 38,000 minutes and the challenge goes through the end of the calendar year. Inserts were placed in the Senior Center Newsletter about the Summer Reading Program and Curbside Delivery. Jane congratulated Rachel on the longer duration programs.

Project Related to Stoneham and “Starting the Conversation”: New Chair of the Stoneham SelectBoard, Raymie Parker, contacted the Director about Diversity programs. Together they would like to develop programs with an education portion and a conversation portion to welcome residents and give them a voice. Other organizations could be included, especially the Human Rights Commission. Other ideas: Megan Day (Stoneham 101, Stoneham 201) will create bags and people may pick them up at the library; Race and gender could be the focus of a genealogy program and highlight library services; A comprehensive oral history project might be undertaken to give people a voice about growing up in Stoneham or moving into Stoneham; Virtual programs by some famous names will be considered. Community members have requested to be allowed to fundraise for these projects.

Jane has asked that the first Human Rights Commission flier be placed in the 101/201 bags. The flier has a list of local resources. She also requested that the library place links to the Town government including the Town Charter on the library website. Once the transfer of the website host to NOBLE is implemented, this will happen. Kathryn stated that this was a great opportunity to work with the SelectBoard and asked if there is some diversity training of best practices we could support for the public facing roles in the library and the town to ascertain that there no micro aggressions by town employees. The Director spoke about a personal experience with Amy Herman, author of The Art of Perception, as an example of a set of YouTube programs that might be tapped for use. Or, this book could be used as a nonfiction book club read.

Formation of Committee to Study Staffing: The temporary elimination of the Assistant Director position has required some staff to take on some of those duties. A committee needs to be formed to gather current information about staff responsibilities both internally and externally. The TA suggested stipends may be available for these added duties so data needs to be collected to make a solid presentation to the town. Rocco wants to know where the gaps are and urges the Director to prioritize and document. Jane understands and would like the work to get done in some manner. Tricia wants to talk to the staff to see what’s not getting done and tells the staff that the trustees have every intention of going back to the town to restore the vacant positions. Kathryn wants to know what is not happening according to the staff job descriptions and what are they doing above and beyond. The Director will form the committee.

New/Other Business: The Director will organize a walk-through with the TA and the Director of facilities to see what is needed to reopen like hand sanitizer stations and plexiglass. Some library directors are concerned that they won’t be able to keep the six feet distance requirement for both curbside pick-up and by-appointment access. Kathryn suggested using an alternative door for one or the other. There is a question about the public bathrooms being used when we reopen. Spray disinfectant takes time to dry; concern about wet tiles. Hand washing only? More guidance is needed. On a side note, Stoneham’s Board of Health Director has left for another position but is working part-time here until the position is filled.

Wishlist of things to be done while building is closed: Historical Facts to be placed around the building. (Marcia Wegman and Hillary Fotino idea.) Hang the portraits languishing in the Stoneham Room. Preserve the blueprints of the building: archival box to be purchased. Elevator still needs to be fixed.

Next Meeting: August 10th at 7pm. Virtual

Adjournment: 8:31. Motion to adjourn: Francis, 2nd FitzGerald. Unanimous.