**Stoneham Public Library**

**Board of Trustees (Virtual) Meeting**

**October 5, 2020**

**Attending:** Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Killilea, Director Langley. Staff: Maureen Saltzman.

Call to Order: **7:04**

**Approval of Minutes and Statistics:**

Minutes: No discussion.

*Motion to approve: Francis, 2nd Fixman. Vote: Unanimous.*

Statistics: Total circulation continues to increase; ebooks and attendance at children’s programs decreased, perhaps tied to students’ return to school.

*Motion to approve statistics: No vote; wrong file was sent.*

**State Aid Monthly Report:** The Director reported that the library used State Aid to pay for NOBLE hosting the library’s website.

**ARIS and Financial Report Discussion and Updates:** TheDirector reported that the library’s budget was disproportionately cut in comparison to town-wide budget cuts in response to the pandemic. The library’s budget was cut 11.35%. This puts the library at risk of losing certification by the Massachusetts Board of Library Commissioners. Decertification has a number of negative consequences including:

* Loss of State Aid award ($25,000 per year)
* Loss of ability to offer interlibrary loan and participate in other resource sharing services.
* Multiyear recertification process would mean multiple years without State Aid

The Director can apply for a waiver and would need to attend a hearing in January. Jane asked whether the state was making allowances for the pandemic; the Director said that the MBLC waived requirements for FY20 but had not announced whether FY21 requirements would be waived. Sue asked how much money the library would need to add back to the budget to get to a 5% cut; the Director said $60,000, or about half the amount that was cut ($125,000). Kathryn pointed out that with budget cuts and lost State Aid the library would lose hundreds of thousands of funding dollars. Rocco stated that the Trustees might not have agreed to cut the assistant director position if we had been aware that the library’s cut was disproportionate. The Director is hopeful the town will provide some additional funds to show support. Tricia suggested the town could approve funding for the senior library tech position that had been promised. Sue asked about deadlines; the deadline to apply for a waiver is November for a hearing in January. Rocco requested that the Director try to discuss with the Town Administrator as soon as possible.

 Action items: The Director will contact the TA.

**Friends and Foundation Update:** Two people are interested in serving on the Friends’ board but are not interested in leadership roles. The Director is hopeful that existing Friends board members will be open to this level of involvement. Jessica asked whether the Friends have recruited via community pages; the Director said yes. The Director also has a newspaper article drafted, and could approach Representative Michael Day for help. The Director reported that other libraries are also exploring starting foundations; she is building a network to learn more.

**Update**: The Director reported that the reopening to-do list is mostly done, with a few questions to resolve before determining a reopening date. The library is in the next group for air quality testing arranged by the Facilities Department but is still waiting for the test to be scheduled. Bruce, Tim, and Matt have been moving heavy items; 1-2 pieces of furniture need to be removed from the Junior Room. The Director is hoping to have an in-person staff meeting to address concerns about increasing case counts. Rocco urged moving forward with plans for appointment only reopening if staff are comfortable. The Director said the library was targeting October for appointments. Rocco also urged the library to heavily publicize the new appointments. Jane pointed out that there is no funding to address any problems caught by air quality/HVAC testing. Kathryn asked about building capacity; the Director thought there could be 6 people at a time in the main library, and 1-2 families at a time in the Junior Room.

**COVID changes to behavior policy:** The Director noted that Reading is creating a separate COVID policy rather than amend their existing policy. The Director is comfortable reopening without a formal policy in place. Jessica pointed out a separate policy would be easier to read, and suggested bullet points for added legibility. Tricia added that a separate policy would be easy for patrons to agree to when booking appointments. Rocco also suggested posting the new policy on the door.

*Motion to direct the Director to develop a COVID behavior policy as a separate one page document with bullet points for the public to sign off on before visiting in person – DiPietro, 2nd: Fixman; Vote: Unanimous.*

**FY22 Budget Process and Discussion:** The Director reported that a draft budget is due in early November. The Director would like to add back lost positions and funding to be on sound footing for state aid. Rocco is doubtful the library would get all the cuts back. Tricia suggested adding half a position to allow the library to be open more hours as well as a full time custodian. Rocco asked what the cost per hour of opening is and whether Bruce’s salary is part of the library budget or the facilities budget. The Director said his salary still comes out of the library budget but should shift to facilities; additional help from the Facilities Department to help clean and close the building might be available. Rocco asked the Director to work up budget options for the Trustees to discuss at the next meeting. Sue asked what the book budget is. The Director reported that it is $137,000, up from $110,000 four years ago; it needs to be 15% of the overall budget for state aid. Databases and museum passes are also increasing in cost.

 Action item: The Director will work up budget options for the Trustees for the next meeting.

**New/Other Business**: The Director and Rachel Overbeck have been hosting book review sessions on Facebook Live. There have been some technical difficulties to work out but they are fun and easy to do; they are aiming to do one a month.

**Next Meeting:** November 9th at 7pm. Virtual.

**Adjournment:** 8:08. Motion to adjourn: Fixman, 2nd Killilea. Unanimous.