**Stoneham Public Library**

**Board of Trustees (Virtual) Meeting**

**August 10, 2020**

**Attending:** Ciccarello, DiPietro, FitzGerald, Fixman, Killilea, Director Langley. Staff: Maureen Saltzman, Angela Binda, Deb Cunningham, Bruce MacDonald.

Call to Order: **7:03**

**Approval of Minutes and Statistics:**

Minutes: No discussion.

Motion to approve: Killilea, 2nd DiPietro. Vote: 4 approve; 1 abstention.

Statistics: July statistics were higher than June, including for total circulation and new users, although it is hard to compare children’s summer programming for 2020 to 2019. The Director will report both live attendance and views in the week after a video is posted for children’s storytime attendance. The Director clarified that Wireless means individual sessions on the SPL WiFi network. Tricia requested more publicity for Ancestry subscription. Maureen Saltzman added that 316 users accessed Ancestry in July. Motion to approve statistics: Fixman, 2nd DiPietro. Unanimous.

**State Aid Monthly Report.** The Director provided a list of charges to state aid for July 2020; she noted that end of year accounting is convoluted but the town’s fiscal year 2020 is finally closed. Most charges in July were for summer reading programs and small equipment purchases (up to $400), which the Trustees had previously approved. The Director would like to use state aid to license Canva Pro, graphic design software, when the library’s current free trial expires. In July approximately $3,000 of state aid was spent, leaving over $200,000 remaining.

**Friends and Foundation Discussion:** The Director has been in contact with Mary Todd regarding work she had done to establish a library foundation. Mary provided an outline of steps needed and mentioned that one challenge she faced was finding a lawyer to advise the library. The Director also provided an update on the Friends of the Library, which has discussed disbanding but has agreed to take the summer to consider. One current member is willing to continue as an active board member but additional volunteers would need to be recruited. The Director has also spoken to Town Counsel Robert Galvin about the Friends, and to the Massachusetts Board of Library Commissioners about both the Friends and a foundation. The MBLC has provided fact sheets and advice. The Director would like to pursue both establishing a foundation and strengthening the Friends, including having the Friends incorporate as a 501(c)3. Sue asked whether other library staff were able to help work on this; the Director said there was interest but contracts/job descriptions might be restrictive. Kathryn asked about the difference between the Friends and a foundation; Rocco stated that a foundation would be better equipped to take bequests and other large donations. The Trustees support the Director working on both the foundation and the Friends.

**Action items:**

* Rocco requested that this item stays on the agenda every month and suggested that the Director convene a smaller group to plan/brainstorm.

**Stoneham Memory Project, Virtual Reference, and Other Reference Updates:**

Memory Project: Maureen Saltzman provided an overview of the Stoneham Memory Project, which is intended as a retrospective to document the impact of the novel coronavirus in Stoneham. The library is partnering with 10 local organizations, including the Senior Center, Historical Society, Historical Commission, and Chamber of Commerce, to encourage residents to submit photos, videos, and writing to a permanent archive hosted through NOBLE Digital Heritage. There will be a Google form for submissions. The library is planning an In Memoriam section to commemorate both those who have died due to COVID-19 and those who have died from other causes during the time of the pandemic. The Director sees this as a community engagement opportunity within town, as well as a marketing opportunity for the library more broadly.

Virtual reference: The Director reported that the library has been providing some remote reference service via phone and Zoom and is now ready to advertise these services to the community.

Other reference updates: Staff have made a number of suggestions for ways the library can expand support to residents. Maureen suggested lending the 2 reference department laptops to patrons. Rachel Overbeck also suggested lending mobile hotspots. Kathryn asked the library to work with the schools, as they have been surveying families on their technology needs.

**Staffing Committee Updates and Discussion:** The Director reported on the new committee that was formed to work on reinstating the positions that have been lost in the current town budget crisis. The committee cannot address personnel issues or union contracts. Tricia emphasized that the Trustees fully support restoring the lost positions; the committee now needs documentation from staff on what work is not being done and/or what extra duties they are taking on.

**Updates on Project Related to Stoneham and ‘Starting the Conversation’ – Oral History Project**: The Director reported that she has had further discussions with Selectboard chair Raymie Parker about the “Starting the Conversation” oral history project. The library will invite users to record video or audio submissions; the project will provide prompts and suggested time limits. Topics may be retrospective or forward-looking. The Director would like to advertise the project widely and is also exploring whether schools can contribute. She noted that other libraries including Wilmington are doing similar projects. The Human Rights Commission is also supportive. Rocco noted that this project offers an opportunity to engage with non-library users.

**Action items:**

* Rocco requested that this item stay on the agenda every month
* The Director will invite Raymie to meet with the Trustees to discuss further

**Updates on ‘MattingChange’ Plastic Bag Project:** The Director reported that she had been working with the Substance Abuse Coordinator on two projects until that position was cut due to the budget crisis. One project, developed by a group in Needham, has volunteers crochet recycled plastic bags into sleeping mats to donate to homeless children. The Director had lined up volunteers and the Mass Cultural Council was supporting the project. She is trying to find a way to continue without the Substance Abuse Coordinator. Rocco suggested asking other staff if they are interested in participating. The Director will know more after a meeting she has this coming Thursday.

**New/Other Business:** The Director reported that a local business has been leading group fitness classes in the parking lot. The Director and the Trustees agree that this is a safety risk and should not continue, although the Director notes that the Town Administrator has asked departments to support local businesses where possible. She has been in contact with Steve Angelo in the Rec Department about alternative locations.

**Next Meeting:** September 14th at 7pm. Virtual

**Adjournment:** 8:19. Motion to adjourn: Fixman, 2nd DiPietro. Unanimous.