**Stoneham Public Library**

**Board of Trustees (Virtual) Meeting**

**September 14, 2020**

**Attending:** Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Killilea, Director Langley. Staff: Maureen Saltzman, Angela Binda, Deb Cunningham, Bruce MacDonald. Guests: Hillary Fotino, Dolly Wilson.

Call to Order: **7:00**

**Approval of Minutes and Statistics:**

Minutes: No discussion.

*Motion to approve: Fixman, 2nd DiPietro. Vote: 5 approve; 1 abstention.*

Statistics: The previous month continues to be used as the comparator, rather than the previous year, due to the pandemic. Circulation has increased slightly. The decrease in wireless usage was due to a software issue which has been resolved.

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

**Historical Commission and Discussion of Carnegie Library Sign.** Hillary Fotino and Dolly Wilson from the Stoneham Historical Commission presented the draft version of a sign explaining Stoneham’s Carnegie library history. The sign was inspired by Hillary’s work as a page in the Junior Room, which is in the original Carnegie building. The planned sign will be 30”x36” and will be donated to the library by the Historical Commission.

*Motion to approve the Stoneham Historical Commission signage regarding the history of the Carnegie building, with minor edits as needed: DiPietro. 2nd Fixman. Unanimous.*

**State Aid Monthly Report:** The Director reported that the library used State Aid to pay for Sendible, a social media platform, as well as for children’s summer programs.

**Director’s Contract Discussion and Side Letter Vote:** When the Director’s contract was renewed in 2019 the Director wanted to insert specific language about raises but was advised not to by Town Counsel.The Director was subsequently told by the town HR Director that she is not on an annual step increase plan and is not eligible to be on one; her current salary is also between two steps. Rocco noted that under town bylaws, the Trustees make personnel decisions but not salary decisions; however, step raises have always been included in the Director’s compensation. Rocco suggested reaffirming past precedent with the TA and HR Director. Tricia asked for updates from the town to be provided in writing. Rocco noted the Trustees could amend the Director’s contract if needed.

Action items: The Director will email the TA and HR Director, cc’ing Rocco and Tricia.

**Friends and Foundation Discussion:** The Director learned from Town Counsel that the Friends can transfer funds to the Trustees/the Library. If the Friends disband, all their accounts must be closed. One alternative would be to make a donation and stay “inactive” until new leadership could be found. The Director is actively looking for a new volunteer board for the Friends; she would like to recruit 3 new members but recruitment has been difficult due to the pandemic. The Friends do still need 501(c)3 status; Town Counsel cannot assist with that process. If the Friends’ paperwork has not been correctly filed, the state will dissolve the group. Town Counsel also noted that establishing a foundation would be lengthy and expensive, potentially $20,000-$30,000 to establish with additional ongoing costs. The Director would still like to pursue this option. Tricia asked whether a foundation is worth the time and cost right now; she wants to know if the library can accept bequests without a foundation. Rocco stated that the library can take donations; right now if the library is written into someone’s will the funds are managed by the town. Rocco is concerned about losing the Friends group. The Director plans to reach out to other NOBLE libraries with foundations to learn more about how they were established and what they contribute to the library.

**Staffing, Staffing Committee, and Reopening Discussion**: The Director and TA have discussed reopening. The Director would like an HVAC/air quality assessment. The Facilities Department is working to arrange one with the company that assessed the schools. There is a wait for the assessment and again for results. Some concerns include: the age of the heating system and whether/how it could even be tested, and whether new filters will have any effect; most windows don’t open. However, the windows by the HVAC unit have been open all summer. Other reopening preparations include moving computers, ordering new (non-fabric) chairs, and installing plexiglass. In the Junior Room it will be challenging to put plexiglass around the circular desk without a custom installation; toys and benches have also been removed from the Junior Room. Extra furniture will be stored in the meeting room. The library is still waiting for four additional hand sanitizer stations from the facilities department. The library will be open by appointment for computer use or browsing for books; the Junior Room is considering using a similar system. The library will have an online reservation system for appointments. Sue asked whether curbside pickup will continue. The Director would like to continue to offer curbside pickup; however, it is very labor-intensive for staff. She noted that appointment times would likely only be offered for a portion of the time staff are working in the building, and would include a mix of evenings, mornings, and Saturdays. Deb suggested offering evening appointments until 7 PM rather than until 9 PM to accommodate people who are back at work.

**Discussion about Library Volunteers and Reopening:** The library has previously hosted student volunteers from the SEEM school internship program, through which 1-2 students would support Bruce a few mornings every week. The Director does not yet know whether SEEM is offering the internship program this year, and whether the library would host volunteers if they do. Jessica noted that if the library will be open to the public, having two students wouldn’t make that much difference. She also suggested that they complete a screening questionnaire. Kathryn asked whether the same students would come every week. The Director said the same students would come every week; however, if they are back in class, the will have direct exposure to a wider group. The Director thought they might be able to complete their work in one area (e.g. flattening cardboard boxes). Rocco agreed that keeping the volunteers independent and away from others makes sense. Sue asked whether the volunteers would be masked. The Director noted that masks will be required for all in the building. Rocco suggested following up with staff separately.

**Discussion and Vote on COVID changes to behavior policy:** The Director would like specific, firm language about expected conduct during the pandemic. Tricia suggested several edits to the Director’s proposed wording. Tricia emphasized that library staff should not have to police user behavior regarding masks. Kathryn suggested requiring patrons to acknowledge the new rules as part of their online appointment booking process. The Director said the library plans to do that. Rocco suggested holding a staff meeting before reopening to respond to staff concerns.

**New/Other Business**: None.

**Next Meeting:** October 5th at 7pm. Virtual.

**Adjournment:** 8:20. Motion to adjourn: Fixman, 2nd Killilea. Unanimous.