**Stoneham Public Library**

**Board of Trustees (Virtual) Meeting**

**April 12, 2021**

**Attending:** Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Killilea, Director Langley. **Staff:** Bruce, Tim.

Call to Order: **7:02**

**Board Reorganization**

*Motion to nominate Rocco Ciccarello as chair, Jane Francis as vice-chair, Jessica Killilea as secretary: DiPietro, 2nd Fixman; Vote: Unanimous*

**Approval of Minutes:**

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

**Video game streaming progress update:** At the March 2021 meeting the Trustees approved up to $4,000 to spend on gaming equipment for the library. Tim reports that he has not been able to make any purchases yet due to the ongoing semiconductor shortage. Tim provided a more detailed look at the equipment budget. Tricia asked about ongoing annual expenses; Tim estimates $1,000/year for subscriptions and games, not hardware. Kathryn asked what metrics the library will be tracking to gauge success; Tim looks at live views and views of past broadcasts from Twitch, among other stats. Jane asked how many participants are currently joining; Tim says 5-12 on average; adult and all-ages programs tend to be more popular than youth programs. Views of past broadcasts range from 15-75. Jane suggested reaching out to the new Boys & Girls Club teen center to promote. Nicole added that going forward, gaming items purchased for direct patron use can come from appropriated town funds.

**New Staff:** Nicole reports that three new staff have had CORI checks and have scheduled their physicals; she is working with Donna to move the hiring process forward quickly. Jane asked whether the library could have a pool of casual staff/subs to cover staff absences. Jane also asked about the hours for the new positions; one is 12-16 hours (extra hours for Saturday coverage), one is 7 hours, and one is 4 hours. Nicole noted there is no money in the current budget to cover subs. Jane raised the concern that staff absences may impact operating hours. Nicole reported that Matt has been covering absences. Rocco suggested a meeting with the TA to discuss long-term needs.

*Motion to approve Alison Berry, Tammy Wang, and Dante Fiore for the available staff positions contingent on their passing CORI checks and physicals: Fixman, 2nd Killilea; Vote: Unanimous*

**Action Item:** Nicole will send a list of staff positions and hours for each to the Trustees.

**Assistant Director Update:** Nicole reported that the AD’s technical job duties can/are being redistributed but management responsibilities are not. Rocco noted that the library needs this position back, as well as back up staffing; he suggested forming a subcommittee to work on this issue.

**Budget Update**: Jessica asked for clarification about whether the library was hiring a new AD. Nicole noted that money was added to the library budget to cover the AD’s desk hours to allow the library to maintain certification; however, funding for the position has not been restored. Tricia reported on a positive meeting with the Finance and Advisory Board; the focus this year is on staying open the necessary amount of hours to maintain certification; coverage has been arranged for those hours; however, Tricia would like to a plan to move forward. Jessica asked Nicole to confirm that most AD job duties have been redistributed; they have.

**Financial Report**: Nicole noted that this year’s State Aid award is nearly double previous awards; the library has received one payment of $16,472 and will receive a second payment as well. Jessica asked what State Aid can be used for; Nicole said the information is on the MBLC website but can be vague. Nicole noted that information about the library’s trust funds is not in the current financial report. Jane asked what the library’s contribution to Stoneham Reads was being used for; primarily copies of the book.

**Building Inspection Updates:** Nicole met with town procurement, facilities, and planner. She has a list of architecture/engineering firms who have worked with libraries in the past. It will probably cost $10,000 or more to look at the whole building. Nicole plans to contact one person on the list for an initial interview and a ballpark estimate for analysis. Tricia noted that this will benefit the library and the town in the long run so the library can plan for capital requests, etc. Rocco added that it will support the strategic plan; he would like the TA and facilities department to participate in the process.

**Action Item**: Nicole to schedule initial consult.

**New/Other Business:**

Friends: Jessica reported that initial meetings to recruit new members of the Friends of the Library board had gone well; one meeting had 4-5 attendees and the other had 2. Rachel is making a flier. They would like to have a meeting in May.

Outdoor classroom: Jane reported that Senator Jason Lewis is accepting request for earmarks; she wants the library to submit plans for an outdoor classroom and landscaping improvements on the south side of the building. In 2016 the library had planned $50,000 for the project.

Building: Tricia asked about ADA compliance when the elevator is out of order; Nicole has not received an answer from the town. Jane suggested asking the MBLC. Jane asked about the security walkthrough with the police department. Nicole reported that the police suggested additional security cameras. Tricia asked whether the recommendations from the previous walkthrough were implemented.

Reporting: Tricia requested that the trustees receive a copy of the library’s annual report in advance of town meeting so they will be able to speak to it if required. Nicole would like to add the strategic plan to next month’s agenda.

**Action Items**: Nicole to provide trustees with annual report. Nicole to add strategic planning as agenda item.

**Next Meeting:** May 10 at 7pm. Virtual.

**Adjournment:** 8:50. *Motion to adjourn: Fixman, 2nd Francis. Unanimous.*