

**Stoneham Public Library
Board of Trustees (Virtual) Meeting
May 10, 2021**

Attendance: Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Killilea, Director Langley.

Staff: Bruce

AGENDA

7:04 Call to Order

1. Approval of Minutes for April: Motion to approve made by Sue Fixman, second by Katherine FitzGerald. Passed unanimously
Statistical Reports for March and April

Approval of Statistical Reports from March and April: Tricia DiPietro asked about “Partner Network usage.” These are digital subscriptions on Noble, mostly magazines. Nicole pointed out that there was a steady increase in circulation over the past 2 months. It was suggested that we shift reporting to reflect year by year comparison starting in July, to line up with the fiscal calendar.

Motion to approve by Sue Fixman, second by Kathryn. Passed unanimously.

2. Friends Updates: Things are moving along slowly. Flyers and bookmarks are being printed. Another meeting is planned for Tuesday May 25th, at 7pm. Anyone on the current list of members will be contacted to attend, and also to check on their involvement (to remain a member or be removed from the list).

3. Bookdrop Purchase Funds and Emergency Purchases Approval

The current freestanding book drop box seems to be leaking. Nicole requested up to \$5500 from State Aid to replace it. Jane motioned the use of up to \$5500 from State Aid to replace the freestanding Book Drop, second by Sue. Passed unanimously.

The director requested 3 more freestanding cleaning wipe stations. They would be placed in high touch areas. There is no more town money available. Motion made by Tricia to spend up to \$600 from State Aid to purchase 3 stations. Second by Sue. Passed unanimously.

4. Financial Report Discussion: In May, the Junior room made 2 purchases of books, and had a Virtual Paint Night Program in the winter that just posted to the accounts.

It appears that no moneys from Trusts has been used since 2015, which was for painting of the Stoneham Room. It is reported that there is around \$190,000 between Trust Funds and State Aid.

Nicole will obtain more accurate information in regards to the exact amounts of usable funds. The Annie Brown Trust is sponsoring an event this fall.

5. Approval of Staff Training Day: Nicole requested a day to spend with staff brainstorming high level goals for the 5 year plan. Along with this she had hoped to do safety training with the Police or Fire Department. Currently those types of training are only being done virtually.

The chair pointed out that typically 5 year plans were formulated by a cross section of the community involved: a couple of Trustees, a handful of staff and community members. Jane would like this tradition method used. Katherine suggested a poll be sent out to staff for ideas as a starting point.

Tricia recommended that the Trustees review the survey results from the previous planning sessions.

Chair recommended that there be a subcommittee to begin the 5 year plan process: Sue, Kathryn, and Tricia. Committee will meet twice a month and report to the Board monthly. They will determine who to invite to join them in the process.

Action Item: Nicole will send the previous 5 year plan to the Board. Staff training day will wait until Safety training can be done in person.

6. Staffing and Reopening Updates: Nicole reported that 2 of the 3 new hires started last week. They need another week of training before they can be confidently left on their own.

Hours of being open will be increasing again on Monday May 17th.

Staffing: Rachel reached out to Nicole about coverage in the Junior Room. She recommended shifting some of the daily hours for the Junior Room. After further discussion, it was decided that hours of operation and schedules of staffing is another area that needs addressing. Jessi and Jane will work with Nicole to evaluate hours, programming, staffing, and Saturday openings.

Currently the library is open 10am-7pm Monday, Tuesday and Thursday, and 10am to 5pm Wednesday and Friday. Holds are now self service. Many patrons are arriving without an appointment, and staff sign them into the system.

Action item: with the restrictions changing in the state and the fact that the library is under capacity, it is time to look at shifting some of the covid-19 protocols.

7. Fees Revisited and Approval of Changes: Nicole varied that the late fees have been removed from the system. There is a fee for replacement of damaged or lost materials, and interlibrary loans still carry a fee.

The topic of printing fees was brought up. It was agreed in December to charge \$0.25 for Black and white or color copies. For now staff are encouraged to ask for the fee to be paid, but no need to chase it down.

8. Building Inspection Updates: Director has been in touch with Brian McNeil, facilities manager for the town, and other town officials. The plan is to do a full building inspection to plan for future needs.

Current plan to hire a knowledgeable inspector. Tricia, Rocco and Nicole will be present for the walk through. Nicole will send a copy of the Scope to all Board members. It will be used by the Strategic Planning committee.

9. New / Other Business:

A. Clarification of subcommittees and their work, all committees will include the Director and at least 2 Board members. All communication will include the Chair. Each committee is expected to meet at least 2 times a month, and report to the full Board meeting monthly.

Staffing and hours of operation: Jessi and Jane, along with senior staff members.

Building Inspection: Tricia, Rocco, Nicole and Brian McNeil.

Strategic Plan: Sue, Kathryn, Tricia, staff and community.

Budget: Goal is to get back the Assistant Director position.

B. Questions about additional funding from State and Federal stimulus was raised.

Nicole and Jessi have a meeting with Representative Mike Day's office to ask for funds from the latest stimulus package, which included funding for Libraries and Museums for covid-19 related expenses.

9. Next Meeting: Subcommittees will meet with Nicole in the coming week (May 17-21). Subcommittee check-in on May 24th 7pm.

Board of Trustees meeting June 14th

10. Adjournment: Motion by Sue, second by Kathryn. Unanimous at 8:31