



Stoneham Public Library

MASSACHUSETTS 02180

STONEHAM,

NOTICE OF MEETING

(in accordance with provisions of Chapter 626, Acts of 1958)

In response to Governor Baker's declaration of a public health emergency and the related Emergency Executive Order dated March 12, 2020 and the extension granted under Chapter 20 of the Acts of 2021 signed by the Governor on June 16, 2021, the Library Board of Trustees shall be meeting remotely until further notice. The audio conferencing application GoToMeeting will be used for this purpose. An online link and telephone access number will be provided on all meeting agendas and also on the Library's website. This application will permit the public to access and participate in future Board of Trustees meetings. Instructions for joining meetings in this manner will be provided on the Library's and Town Clerk's websites. We extend our thanks for your understanding and participation in this manner, which is intended to keep members of the Board, Library staff, and the public safe.

GoTo Meeting Instructions:

(Please announce yourself and then click mute until you are called on to speak.)

August Library Board of Trustees Meeting
Mon, Aug 9, 2021 7:00 PM - 9:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

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AGENCY: STONEHAM LIBRARY BOARD OF TRUSTEES

LOCATION: VIRTUAL

DATE OF MEETING: MONDAY, AUGUST 9, 2021

TIME OF MEETING: 7:00 P.M.

AGENDA

1. 7:01 Call to Order
Bruce McDonald, Nicole, Sue Fixman, Tricia DiPietro, Cory, Angela Binda, Kathryn FitzGerald, Rocco

2. 7:01 Approval of Minutes and Statistical Reports: statistical report sent out today.

- a. Information sent out on the day of the meeting. Statistical report: July begins the new fiscal year. Nicole is wrapping up a report for the state. Systems don't match up, so Nicole and Debbie are working on a new way to present the material.

Motion to accept the minutes from June meeting by Sue Fixman, second Tricia DiPietro

3. 7:07 Discussion of Financial Report

No change to any Trust funds, and no change to the donation lines in regards to spending.

Jessi asked about State Aid usage. Nicole reminded trustees that the board had agreed that the town should support the building maintenance and general operation of the library. Jessi asked about the reason for saving such a large amount. After some back and forth, chair Rocco pointed out that the Building Subcommittee will be looking at what is needed. Sue mentioned the line between Town funds and operating budget. Kathryn also mentioned that once the facility assessment is complete we will have a better idea.

Tricia had a conversation with a patron about space. There is a possibility of moving the children's room to the downstairs space currently used as a media room. Maybe use the old Junior room as a quiet study space, magazines, electronics, etc. If we are going to empty the room to renovate it, maybe we can take some opportunity to really change things up. Basics need to be addressed first. Rocco mentioned that there is funding available for renovating and restoring Carnegie buildings. Cory Mashburn, who represents the town Finance and Advisory Board, is willing to support the library at the town level with renovation needs.

4. 7:22 Updates on New Services and Procedures

Nicole highlighted 2 new programs: Pronunciator and Niche academy. Niche Academy offers online training videos, and links to websites. Pronunciator is a language learning website. Library dropped the previous service, Mango. Pronunciator appears to be more user friendly. Tricia asked if Ancestry and the military database will be available til December. Nicole confirmed that they will be.

Nicole is working on digitizing resources with Stoneham's anniversary coming up. BPL agreed to digitize Town Annual reports.

5. 7:30 Updates for Budget Subcommittee

Nicole has not heard about IMLS grant for assistant director funding. Application is still pending. If the grant does not come through, the library is looking at Library grant projects.

Deadline to place a warrant article to request to the Town, for funds from covid relief money, is Sept 13th to have it be part of the Town meeting in October. If we do not get the grant from the state, the library will request it from the Town. Cory Mashburn mentioned that the Library needs to requests regardless of any other requests from other town departments. Chair confirmed that the Assistant Director is an important position to get back.

Action item: Budget committee will meet in the next week or two to finalize warrant to be sent to Town.

Chair raised staffing questions in reference to the budget. Question about salaries for full time employees, 37.5 hours versus 35.5 hours per week. The difference reflects professional level/management level. Those staff members with 37.5 hours take a 30 minute unpaid lunch, compared to 35.5 hours who take a 1 hour unpaid lunch break. Salaries are set, with an hourly rate included. Also noticed the split positions, and hours that are spread out among part time positions.

Action Item: Staffing committee will meet to discuss.

6. 7:40 Updates for Strategic Planning Subcommittee

Met today, survey from 2019, community members. The committee reviewed the results. Questions about marketing came up in the conversation. A second meeting is planned for the near future.

7. 7:45 Updates for Building Subcommittee / Building Inspection

Nicole will schedule a walk through with Wesley and Building Evolution Inspections, assessment of needs. Prioritize needs. Rocco and Tricia will be invited to attend.

Friends Coffee area is a possibility, move the Junior Room question.

Vote on money for inspection: Apalakis fund (trust set up to preserve historical elements of the library).

Motion for \$12,500 to be spent on inspection from the Apalakis fund to Wesley Building Evolution Inspections, made by Tricia second by Sue. Vote unanimous

8. 7:50 Updates for Friends of the Library

The library will have a table at Town Day. Plan is to have Friends of the Library alongside staff. The hope is to register patrons with new library cards. Sell used books, and sign up members for the Friends group. Tricia offered to help with Library card sign ups at Town Day.

Also, having a table in front of the library during the Halloween Stroll. Junior room is planning to have activities, the Friends could have signups and give out candy.

Lastly, the Friends will talk to the organizers of Stoneham Reads about a possible merging. Many groups in Stoneham are doing the same thing. Email will be going out to members about volunteer opportunities.

Kathryn mentioned checking with Erin Kennedy about South School Book Fair which is in the fall, is there a way to share information during their fair.

9. 8:00 Discussion of Masks and Other Health Guidelines

Strongly encourage patrons to continue wearing masks. No change at this time with Town policies. This should be revisited at the next meeting.

The subject of unvaccinated staff was raised. We can ask vaccination status, and it should be strongly encouraged that they wear a mask. Reminding staff to stay vigilant. Nicole will check with Erin Hull (

10.8:10 New / Other Business

Nicole will be working on ARIS report and financial report for state. Nicole will draft a warrant article for Town meeting.

11.8:10 If the warrant is due on the 13th, then we need to meet before to submit that in time. Next Meeting Aug 30 to vote warrant finalization and vote

Sept 13 7pm will be a regular Trustee meeting.

12.8:12 Adjournment Sue motion, Tricia second