

**Stoneham Public Library
Board of Trustees (Virtual) Meeting
July 12, 2021**

Attending: Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Killilea (joined 7:30 pm), Director Langley. **Staff:** Angela.

Call to Order: **7:02**

Approval of Minutes and Statistical Reports:

Tricia pointed out that under Item 6, the current appropriated town funding for additional staff hours should be \$17,000 instead of \$10,000.

Motion to amend minutes: DiPietro, 2nd Fixman; Vote: Unanimous.

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

Nicole reported that for FY20, 2/3 of the year was “normal” while in FY21 only 1/3 of the year was near “normal.” Nonetheless, the library numbers for physical loans are not significantly down; use of digital services increased in FY21; new services were also launched (e.g. video game streaming)

Motion to accept statistical reports: Fixman, 2nd DiPietro; Vote: Unanimous

Financial Reports: Nicole reported no changes to most trust funds; only State Aid and the general donation account (which has the Friends funds in it) were used for programs, supplies, Junior Room non-fiction purchases. Tricia suggested promoting the new items acquired with donation funds as a way to raise awareness and potentially raise additional funds; perhaps donations via the website. Rocco asked whether the library has an Amazon wish list; Nicole said not currently and that the collections budget currently covers needs. Kathryn asked how difficult it would be to enable donating via the website and whether there are any town restrictions; Nicole said most libraries have donations go to their Friends groups to simplify accounting.

Additional Working Hours for Custodian: Nicole requested up to 2 additional hours per week for up to 4 weeks to allow Bruce to work on cleaning out meeting rooms. She asked whether the funds could come from State Aid. Rocco and Tricia both pointed out that the town is supposed to cover personnel costs and would prefer to use the existing personnel budget. Tricia would like Nicole to keep a record of the extra tasks/time Bruce completes to support a request for additional custodial staff.

Democracy exhibit: Nicole reported that Stoneham for Social Justice has organized an exhibit called “Democracy Takes Many Hands” which will open at the library before traveling to other venues in town. High school students will show sculptures of hands, in addition to framed art that will be displayed on the walls. There will be an opening reception Tuesday July 20 at 7 pm and the show will be at the library for a month.

Staffing committee update (Jess/Jane): Nicole reported that the committee is trying to meet with staff before the end of summer to work on a staffing wish list (Assistant Director position, teen librarian position). Jane noted that questions about operating hours concern all trustees. Rocco thought Angela, Nicole and staff have a good grasp of current state and need trustees’ input on long-term planning and goals. Tricia pointed out that Debbie’s last report mentioned the challenge of training new hires with extremely limited hours and suggested having a temporary training period with more hours to allow for more efficient onboarding.

Budget committee update (Rocco/Tricia): Rocco said the committee is focusing on trying to understand library spending. Nicole said the IMLS grant application is still under review but she expects a decision

this month. Nicole also noted that the library now has a programming account line with \$5,000 in town appropriated funds to be split evenly between adult and Junior Room programming and supplemented with grants and donations.

Strategic planning committee update (Kathryn/Sue): Nicole is working on scheduling two meetings with the full committee and our MLS consultant, ideally by the end of the summer. She will share out the previous long range plan and survey results ahead of the first meeting, to be reviewed with the consultant.

Building planning committee update: The Procurement Department advised that Nicole needed 3 quotes for projects over \$10,000. She has one quote for \$12,500 from Building Evolution and has contacted two additional firms to request a quote. One is pending; one hasn't responded.

New/Other Business:

Donations: Nicole was contacted by a donor interested in making a donation in memory of former library trustee Robert Grant, also the former principal of Robin Hood Elementary School. Tricia suggested a form of commemoration in the Junior Room.

Stoneham Room: Nicole reported that George Seibold hung most of the artwork in the Stoneham Room and will return to complete the job.

Flooding/Grounds: Nicole reported "semi-significant" flooding by the south window and in the A/V area last Friday. Service Master is running fans to dry out both areas. Tricia asked whether the Facilities Department could lengthen the downspouts; Nicole said Brian from Facilities was onsite and had also pointed out that the existing downspouts are too narrow; there are problems with the gutters as well. Rocco asked whether there has been any update on the required landscaping; Nicole thinks Public Works will trim the upper portions of the trees after Ground Masters have trimmed the shrubs and removed the vines. Jane remembered that David Maurer had offered to have Boy Scouts volunteer around the library pre-pandemic and suggested that Nicole follow up now.

Masks: Jane asked for an update on the status of masks in the library. Nicole reported that the sign requesting patrons to wear a mask is still on the door; about half of adult patrons continue to wear a mask and more than half of kids do. Staff feel more comfortable removing them.

Next Meeting: August 9 at 7pm. Virtual.

Adjournment: 8:00. *Motion to adjourn: Francis, 2nd Fixman. Unanimous.*