

Stoneham Public Library

STONEHAM, MASSACHUSETTS 02180

BOARD OF TRUSTEES

**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.

Sept Library Board of Trustees Meeting   
Mon, Sep 13, 2021 7:00 PM - 9:00 PM (EDT)   
  
**Please join my meeting from your computer, tablet or smartphone.**   
<https://global.gotomeeting.com/join/650024805>   
  
**You can also dial in using your phone.**   
United States: [+1 (669) 224-3412](tel:+16692243412,,650024805)   
  
**Access Code:** 650-024-805

**AGENCY: STONEHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

**LOCATION: VIRTUAL**

**DATE OF MEETING: MONDAY, Sept 13, 2021**

**TIME OF MEETING: 7:00 P.M.**

**AGENDA**

1. 7:06 Call to Order: Tricia DiPietro, Rocco Ciccarello, Kathryn Fitzgerald, Nicole Langley, Sue Fixman, Jane Francis, Angela, Bruce, Jessica Killilea
2. 7:07 Approval of Minutes and Statistical Reports
3. August minutes need to be amended to correct Dave Pignone’s name.

Sue motion to approve, Kathryn second. Passes unanimously

Jane requested that minutes be added to the website.

1. Statistical reports, Debbie is helping Nicole. In the ARIS report they ask for fiscal year reporting. Also reporting events have other criteria. Nicole and Debbie are working to line-up those figures. Some changes in format each year which adds to the time it takes to complete the report.

Sue motion to approve, Kathryn second. Passes unanimously

1. 7:10 Strategic Planning Updates
   1. Looking at different meeting times to accommodate community members. Kathryn would like to have key member schedules check before sending out a poll of dates. Kristy from MLS can do weekend days if that works. Kathryn and Sue will work with Nicole to come up with dates.

Meetings with the Town committees are prescheduled, but agendas are only posted 48 hours in advance. FAB last Monday of the month 9/27, Triboard is 9/20. Nicole will look into the regular schedule of town meetings. Select board is every other week on Thursdays.

1. 7:15 Building Updates – Additional Flooding, Meeting Room Cleanout, Facility Assessment, MLS Walkthrough
2. Flooding issues. Carpet stained from all of the water. Appears that the gutters are running water along the front of the building, and causing flooding in one spot. Brian will be checking with a company. For a company to come out it is over $1000 to clean up. Cost varies depending on clean up needed.

Town officials are aware of the flooding. Any time it happens, emails have gone out this summer to department heads. Continuing to make Town offices know will keep the building on their minds going forward.

1. Stoneham Room is open for small meetings. Tuesday book group is going to meet in there. Town has given approval to dispose of furniture in the Marcy Room down stairs. Town organizations are asking about using the space. Bruce has SEEM volunteers to help with cleaning.
2. Facility assessment is moving along. Nicole needs records of what has been done to the building over the years. Nicole will need to go through records of emergency repairs. Town office has records of utilities and repairs. MLS walkthrough, they offer a free walk through to provide feedback about space and functionality.
   1. Jane inquiring about records for repairs at the Library. There should be records at the library. MUNIS list from the town is available.
3. 7:30 Budget Updates – ARPA Funds, Grants
   1. Town Manager suggested drafting information about how grants are used to cover staffing cuts. Nicole will be preparing information for the Select Board to review as they begin to process the latest money for the federal COVID Relief. Select Board is aware of Library struggles. When he is able to add the Library to the agenda, Nicole will have important information prepared to share with the Board.
   2. Town Manager is interested in using the remaining CARES act funds to replace some of the windows that do not open. South window was replaced 20 years ago, for a cost of $10,000. Cost to replace windows will likely exceed the amount. Nicole has been talking to Brian about the older window in the building. She is focusing on some of the larger windows.
   3. National grant that fell through this summer. No response from agency. IMLS grant denied because of miscommunication.
   4. Outdoor improvement grant from Senator Lewis. Nicole clarified that we did not receive it at this time.
   5. Jane Francis requesting that we use State Aid to improve the side parcel of land. Mike’s Landscaping had a plan drawn up. A simplified project, keep it under the cap that would require multiple bids. Nicole has reached out the Mike’s Landscaping, waiting for a call back.
4. 7:35 Staffing Updates
   1. Working on a meeting time. Jessi Killilea presented an idea about the $7 million the Town will be receiving. Town has until Dec 2022 to allocate the funds, and until Dec 2026 to have them spent. Is there a way for the grant to cover funding the Assistant Director position? The Town will likely take until Dec 2022 to decide where they will allocate the funds. Would it work for the library to fund the position with State Aid, with the goal that the Town would support the position with funding from the grant? Sue Fixman asked how would this be presented to the Select Board. It was suggested that a Trustee from the Library be in attendance of Select Board meetings. We need to be aware of when they begin the process of determining the allocation. After discussion, the idea of funding the AD position with State Aid was rejected. Concerns about the Town seeing it as a risk for the library. The longer we continue to operating without the position, the town will think we can function without it.
      1. A Trustee needs to attend each Town meeting that is discussing the funding. The Town does support the Library. Jane does feel that we should be using State Aid to supplement staffing needs.
      2. Concerns about some services not being used. 3-D printer not set up, due to COVID shutdown there has been a delay. AD was working on it before shutdown. Jane suggested having Tim look into the need to set it up. How do we use the staff we have?
5. 7:45 Friends Updates
   1. Town Day on Sept 18. Book Sale and “On the Spot” library cards. Friends Volunteers have signed up to help.
   2. Halloween Stroll, possibly hand out information
   3. Book Sale in November if it is safe to do so.
   4. Still looking for board members.
6. 7:50 New / Other Business
   1. Senior level staff working on connecting like-minded groups in Stoneham. Volunteers to serve as board members is a challenge across town.
   2. Maureen is working on digitizing all of the Town Annual Reports. The Boston Library system will do it for free. Need to be taken to BPL.
   3. Working on Plaques to go with new portraits.
   4. Nicole has begun to attend town department meetings. Budget requests are due soon to town.
   5. Curtains and drapes for windows, Nicole is working on bids.
   6. Name tags for Staff and volunteers are being ordered
   7. 3 new employees completely trained and working well. Staffing committee will be looking at scheduling and changing some of the smaller positions to be more consistent.
7. 8:10 Next Meeting Due to holiday, next meeting will be on Oct 7. Nicole will be attending the next Select Board meeting.
8. 8:10 Adjournment motion by Sue Fixman, second by Kathryn Fitzgerald. Unanimously passed