<https://global.gotomeeting.com/join/820657701>

February 14, 2022 7pm

Attendance: Rocco Ciccarello, Kathryn Fitzgerald, Jane Francis, Sue Fixman, Tricia DiPietro, Nicole Langley, Jessica Killilea

1. 7:02 Call to Order
2. 7:02 Approval of Minutes and Statistical Reports

No reports this month. Usage is up from last month. Hoopla usage is up.

Minutes from January meeting. Usage of Ancestry was very high, and the report was accurate. It can only be used at the library, but it’s being used. Sessions are counted not individual users.

Motion to approve, by Sue Fixman, Jane Francis second. Passes

1. 7:06 Discussion of Financial Report

 Two-month report available. Expenses this past month were primarily for non-fiction updating in Junior Room. Nicole will send out report.

1. 7:10 Discussion and Approval of Assistant Director Job Description

 Nicole updated the job description, adding the Technology director. The new description reflects the need for a technology manager. With editing and expanding from Tricia, the new description is more detailed, and concise. Bolded text and italicized text will be removed and cleaned up. Kathryn suggested, “principle responsibilities” needs to be “principal.” HR has taken a look at the draft, and was ok with it.

1. 7:20 Building Updates – Discussion of Assessment Report, Capital Projects

 The building inspection was very detailed, including repair costs. The report includes asbestos and lead paint, which will need to be dealt with by a professional company that handles those elements. Roof report was very detailed.

Inspector did say that exterior should be dealt with before interior. Capital Committee would like to have an assessment done on various roofs around town. They would like a feasibility study for the Town. Building Department is working on finding a roofer to patch the existing roof. Because the building is registered on historical lists both State and National. Two companies are regionally local, will give quotes to repair windows with historical elements as focus. Tricia asked if the Building Department is replacing the gutters soon. Nicole is working with the department to locate funding since it would be beyond our usually building budget.

Capital committee focusing on roof and window repairs. Kathryn asked if those are priorities in the report. Rocco reiterated that during a meeting with the Building Department, the inspector did say to focus on the outside first. Nicole is beginning the process of finding a carpet company. Working with Town officials.

 Tricia would like printed copies of the report. Nicole will have print copies for the reference area, each board member, select board, finance advisory board.

1. 7:30 State Aid / Bequest Use Projects Discussion and Spending Approval – Junior Room, Reference

Junior Room rehab. Need for seating and welcoming spaces. Rachel prepared a proposal for improvements. Once the old desk is removed, the space will be covered by a rug (temporarily) and an open space for reading and playing, an Atrium, loveseats and nesting benches. Goals and outcomes for Non-fiction area: new paint colors, remove some shelves to create open spaces. Light covers for the fluorescent lights, pillows for a reading nook, log chairs, hammock chairs. Easy to clean materials, and can accommodate youth and adults. Goal to create spaces for children to read and relax. Tree of knowledge theme throughout.

Tricia did raise concern about the hammock chairs, and liability. They are as high as a regular chair. Possibly soft flooring to go under them.

Ask for atrium improvements $5,445, nonfiction improvements $6,395.

Jane has some concerns about the hammock chairs, children swinging.

Kathryn shared idea of “Scoop Chairs.” Also echoing that it will be a welcome change to the room. Creating a space for families to sit and read and enjoy the space.

Tricia is willing to fund the project, without the hammock chairs.

 Board noted that it's all easy to move.

 Funding could come from Schulhoff ($67k), no limitations on how to spend it.. The request is to use bequeathed monies. Sue is in favor of using a large sum to improve a specific location, rather

 Motion to spend no more than $12,000 to order all requested items minus the hammock chairs. Motion to purchase, Jessica Killilea, second by Sue Fixman

Painted mural has received a lot of good feedback.

Reference area: Angela is working to clean up the reference area in the main library. Shifting and creating space. Tables are being cleaned up and possibly moved.

1. 8:00 New Staff Appointment Discussion and Approval

New staff member who relocated to Stoneham, Lobna Benkhemis, dedicated to a previous library position. 7 hour position, willing to do more, flexible with hours.

Motion made by Jane to approve hiring Lobna for the 7 hour Library Tech, second by Sue.

Conditional offer will be made pending final pieces of the hiring process.

Jane did point out that we are hoping to eliminate the small part-time positions in the near future.

1. 8:03 Change in Mask Policy

 Nicole would like to keep the policy in place until the next board meeting. Town Hall has shifted to “strongly recommended” mask wearing. Board is in agreement. Rocco reiterated that staff should not feel like they need to police the policy, but we will revisit it next month.

1. 8:07 New / Other Business

 HR and Director are still working together on staff absences and long term health issues.

1. 8:08 Next Meeting March 14th
2. 8:10 Adjournment Motion made by Jane, second Sue