**MONDAY, JUNE 13, 2022**

1. 7:02 Call to Order. In attendance: Nicole, Jessi, Jane, Tricia, Kathryn, Sue (remote); Cory Mashburn (remote)
2. Approval of Minutes and Statistical Reports

Motion to approve April minutes: Jane; seconded: Jessi; unanimous.

Motion to approve May minutes: Jane; seconded: Sue; unanimous.

Nicole pointed out that both the April and May statistics show increases in total circulation and museum pass use. However, interlibrary loans were down in both months; Nicole will monitor this trend as ILL volume helps determine state aid awards.

Motion to accept April statistics: Jane; seconded: Jessi; unanimous.

Motion to accept May statistics: Jane; seconded: Jessi; unanimous.

1. Discussion of Financial Report

Jessi asked about the cost for *The Hate U Give*. Nicole said the library needed a license for public performance. Jessi asked whether the library was covered by the Stoneham Schools’ license but Nicole said the licenses are site specific. The library is sponsoring the movie night to build connections to Stoneham social justice groups.

Nicole noted the Amazon charges from May 19 are related to Junior Room items.

1. Staffing - Discussion of Assistant Director / Hiring Process

Nicole posted the AD position for two weeks and received just two applicants, one of whom withdrew from consideration. No internal candidates applied. Nicole is concerned the approved salary is too low. Nicole requested a salary of at least $75,000, which would be in line with AD salaries at other Mass libraries with comparable populations; however, the approved salary was $67,000 maximum. Nicole would like to propose delaying the position’s start date to September to allow the town to raise the salary band. Jessi asked about the current applicant; Nicole has contacted them. Kathryn asked whether the position has to be posted for two weeks or whether it can be held open until filled; Nicole said this would be possible. Tricia asked whether the next step was asking the Town Administrator to approve Nicole’s idea; it is.

Cory Mashburn from the town Finance and Advisory Board pointed out that the town has approved lower salaries than requested for other departments as well. The FAB would like to know both requested and approved salary numbers for new positions. He added that low salaries would make it challenging to recruit long-term candidates. Tricia asked Nicole to send her salary analysis for other MA libraries to Cory.

1. Staffing - PT Tech Position Updates

The board approved a candidate for a seven hour position in May; however, the candidate declined the job before starting. Nicole thinks the drawn out hiring process is partly the reason. The library again has two open seven hour positions. Kathryn asked about combining them. Jessi asked whether there are any 3-4 hour positions looking for more hours. Nicole wants to reach out to previous candidates. Jessi would like the staffing committee to work backwards from the number of staff needed to keep the building open to determine needed staffing levels; Nicole will work on creating a document. Tricia would like to fill both seven hour positions for now and revisit during fall budget discussions.

1. Building – Cleanout, Jr Room Updates, Reference New Shelving Proposal

Nicole reported that the building cleanout is ongoing. She has talked with the historical society about looking at some materials that may be of interest, and public works will be providing a dumpster. Jessi noted that the grounds on the Maple Street side of the building could use work; Nicole has discussed this with public works as well.

New Junior Room furniture continues to be delivered. Nicole is also getting new estimates for the asbestos remediation/carpet replacement in the Junior Room and magazine room; it will require removal of the subfloor and removing some molding/window framing in the picture book room.

Nicole would like new reference shelving to replace the disused index tables. She has a quote for one option for $10,000. Jessi asked how the new shelving would fit into plans for updating the whole building; she would like to think holistically about new purchases. Kathryn asked whether it made sense to wait for a new AD to be in place before making big changes, to get that person’s input and fresh perspective. Tricia would also like updates to be tied into the strategic plan.

1. Building Subcommittee Updates

Nicole, Tricia, and Rocco met to discuss the facility assessment. Tricia noted the town-wide roof study which includes the library roof; once a consultant has been hired they can join a meeting to discuss that work. The subcommittee also discussed the need for a dumpster, window restoration, asbestos, gutters, and grounds. Jessi noted a squirrels’ nest just outside the windows of the Junior Room office. Tricia would like to determine the order of repairs – whether the asbestos and carpeting should be addressed before the windows if molding needs to be removed.

1. New / Other Business

Jessi reported that the Friends of the Library book sale raised $150 and was staffed by Friends volunteers. Tricia would like more visual impact next time (balloons, banner, etc).

Jane asked about Nicole’s new contract. Nicole was waiting for the SCEA contract to be finalized since non bargaining staff typically receive similar salary increases to avoid pay compression. She hopes to have updated numbers by next meeting.

Tricia asked about hours for Juneteenth; the library will be closed Monday 6/20.

1. Next Meeting: July 11 at 7 pm, hybrid. Nicole is investigating how long meetings can be hybrid and whether the board could continue to hold hybrid meetings once the state’s emergency declaration expires.
2. 8:25 Adjournment

Motion to adjourn: Jane; seconded: Sue; unanimous.