**STONEHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

**MONDAY, SEPTEMBER 12, 2022**

1. Call to Order 7:01 PM

In attendance: Tricia, Rocco, Sue, Jane, Jessi, Kathryn; Rachel

Remote: Katie, Maureen, Debbie

1. Approval of Minutes/Statistics – tabled until next meeting
2. Director’s Report

Rachel reported that she met with the town accountant, who is supportive of helping the library maintain state certification.

Two companies have come to look at the windows; quotes are pending; once Rachel has received the quotes she will know whether the project has to go to public bid

Brian and the facilities department are trying to get a quote for replacing the carpet in the staff room and mezzanine

Rachel approved a quote from Houghton to install a water fountain; Houghton is also investigating the library drains

On September 29 at 7PM Dee Morris is giving a presentation on volunteering in Stoneham; the board is invited to attend

1. Discussion/Vote: Unpaid FY22 invoices; Staff items

Rachel has found additional unpaid invoices from FY22: $3897.06 from Houghton for work completed in May must be paid out of state aid. Rachel has met with the town accountant to understand the process and prevent this from happening next year. Jane asked whether Rachel and David both pay some invoices; Rachel said that is part of the confusion and recommends that the new director reexamine workflows.

*Motion to use state aid to pay $3897.06 to Houghton: Rocco, second: Jessi; unanimous.*

Staff items

Rachel asked staff what they would like to help do their jobs. The following items have been identified:

* New table for staff room. Rachel does not have a model in mind but anticipates it would cost up to $400. Rocco asked about chairs but Rachel said the staff do not have any issues with the existing chairs.

*Motion to spend up to $500 from state aid on a table for the staff room: Jane, second: Rocco; unanimous.*

* New hold shelf for adult services. Based on measurements the best model is $593.93; Rachel notes that even if the circ desk is redone the shelf would continue to be useful.

*Motion to spend $593.93 from state aid for a hold shelf: Rocco, second: Jessi; unanimous.*

* Tech services printer. Rachel proposes updating with the newest model that uses the same ink cartridges as other library printers at a cost of $399.99.

*Motion to spend $399.99 from state aid on a new printer for tech services: Jessi, second: Rocco; unanimous.*

* Junior Room literacy kits: backpacks with themed books and activities/manipulatives; existing kits are popular but dated. Rachel proposes using $500 from the book budget to update the books and $500 from state aid for backpacks and manipulatives. She shared a presentation created by Katie.

*Motion to spend $500 from state aid to update literacy kits: Jane, second: Sue; unanimous.*

1. 7:20 Search Committee Update

Tricia recapped the search process to date. The search committee launched a national search for a new director, with postings on the ALA jobsite, LinkedIn, Indeed, the Simmons job board, and other locations. The committee received 12 resumes and selected 3 finalists; 1 withdrew and the committee interviewed the other two finalists. The committee would like both candidates to be interviewed by the full board, to be followed by deliberations. The board will meet next Monday, September 19, at 6:15. Tricia will assign questions ahead of time.

Rocco asked whether the trustees can ask any other questions; Tricia thought that follow up/clarifying questions would be allowed.

Tricia added that the final interviews will be an open meeting; Tricia is getting instructions from Dennis on how to handle and will share those with the board. The interviews will be hybrid so Rocco can join remotely.

1. Discussion/vote: New hours. Staffing Subcommittee

Jessi reported that the staffing subcommittee met last Thursday with Maureen, Debbie and Rachel to discuss opening at 9 AM on weekdays. The subcommittee recommended bringing the question to the trustees to vote on.

Sue asked how staff felt about the earlier opening. Rachel said no one brought concerns to her after the last board meeting. She will formalize opening procedures and chain of responsibilities; now that Debbie has a key, 8 staffers can open.

Rocco noted that this will allow the library to offer 5 additional service hours with no additional staffing costs. Jane added that it will be easier to pick up same day museum passes. Jessi recommended starting the first Monday in October to give the library time to promote the new hours. Rachel said Katie has designed bookmarks for Town Day promoting the earlier opening.

*Motion to open at 9 AM Monday-Friday beginning October 3: Rocco, second: Jessi; unanimous.*

1. Strategic Plan Subcommittee update

Kathryn reported that the strategic planning subcommittee will meet Wednesday evening virtually. Kathryn has shared an updated draft of the long range plan for the subcommittee to review and discuss; she would like the full board to vote on the final draft at the October meeting. Rachel said having a current long range plan on file will allow the library to apply for grants. Tricia mentioned that the SOAR exercise also included town employees. Rachel will look for records with the names of participants; Sue and Tricia will look as well.

1. Building Subcommittee update

Rocco reported that the subcommittee met twice in August, a virtual meeting with Dennis and Rachel and an on-site meeting that also included Brian. They discussed the site survey and prioritizing the big challenges, including the windows, carpet/asbestos, lighting, accessibility, staff space. They decided to prioritize work where funding has already been allocated, ie windows and carpet. Rachel added that the HVAC system is also high priority. Tricia noted that replacing the HVAC system will likely cost over $100K; Brian is investigating whether the replacement would qualify for green communities funding. Tricia said for the carpet replacement, they are looking at rug tiles for the mezzanine and LVT instead of carpet for the staff room. Jane asked whether the HVAC would be considered a capital expense; the subcommittee doesn’t know yet. Tricia also said they have a list of smaller tasks for a handyman to complete; the town is in the process of hiring one.

1. Discussion/vote: Year-long holiday schedule

Tricia proposed voting on all holiday closures for the year (September through June) at the same time, to allow for advance planning. Debbie and Rachel created a list of dates the board needs to vote on:

* Saturday, November 26 (after Thanksgiving)
* Saturday, December 24 – half holiday, since Saturday is a half day, the half holiday would fall on December 23
* Saturday, May 27 (Memorial Day weekend)

*Motion for the library to close on November 26, December 24, and May 27: Rocco, second: Sue; unanimous.*

1. Discussion: “Major Issues Facing Our Library” poll results

Tricia would like to table the full discussion until October. She noted the response was very enthusiastic; she has compiled all feedback into one document grouped by category (building, services, staffing, funding, policies/procedures).

Kathryn would like to see this survey repeated regularly to give the board better insight into library operations and needs. Tricia said it helps the board know what to advocate for. Jessi said it would help articulate the board’s priorities.

Tricia said that during the discussion, the board can look for quick wins to tackle in the short term.

1. Town Day Plans

Jessi confirmed that the library has a space, tents, bookmarks. Rachel said the library will bring best sellers to check out; she added that the bookmark highlights lesser-known library services like a notary, exam proctoring. Tricia asked about library cards; Rachel said they could issue new cards and troubleshoot existing cards. Tricia asked about a banner; Jessi has not ordered yet and asked whether a tablecloth or banner would be preferable. Tricia suggested a high banner would be more visible with a large crowd. Jessi said she would contact Boyd’s for a quote. Rachel is also bringing reusable bags to give away. Tricia asked who was staffing the table; Rachel said Jessi, Tricia, Jane, Rachel, Melissa, and some members of the Friends.

1. New/Other Business

Jane said the garden club had completed some weeding, which they noted in an email thanking their members. Maureen said the library would also thank the garden club in the Independent.

Kathryn asked whether Gina had planted her Gold Award garden. Rachel said it is all done and the social media posts about it have gotten good engagement.

Rachel reported that the summer reading program was successful; participation and retention were both up and the Junior Room will likely offer a similar program next summer. Teen participation and non-fiction circulation increased.

Jane asked whether the middle school librarian position has been restored; Rachel is not sure but doesn’t think so. She has been meeting with the middle school humanities curriculum director and will have input on future summer reading lists.

1. Next Meeting: Tuesday, October 11, 7 PM
2. Adjournment 8:20 PM

*Motion to adjourn: Jessi, second: Rocco; unanimous.*