**STONEHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

**TUESDAY, OCTOBER 11, 2022**

1. Call to Order 7:04 PM

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

1. Approval of Minutes/Statistics   
   Statistics: Rachel asked what the board would like to see in statistical reports going forward, and how frequently the board would like updates.

Jane likes to see monthly activity; Kathryn asked for more details on long term trends versus month to month fluctuations. Rocco agreed that long term trends would help the trustees prioritize. Tricia asked about staff time required to compile monthly stats; Rachel said she needs numbers for state reporting anyway. Tricia suggested trend reports could be quarterly and more narrative.  
*Motion to approve August statistics: Sue, second: Rocco; unanimous.*  
*Motion to approve September statistics: Rocco, second: Sue; unanimous.*

Tricia thanked the staff for their monthly reports, particularly Angela for the Library of Things cataloging, Maureen for representing the library at Recoveryfest, and Debbie for managing the homebound service. Rachel added that Katie and Melissa are managing the Junior Room without a head of youth services now as well.

1. New Director Contract

*Motion to approve Rachel Overbeck as library director: Rocco, second: Sue; unanimous!*

Tricia noted that the board is supposed to make recommendations to the town regarding annual salary increases in January, which will be a shorter time frame this year. Tricia would like goals and benchmarks to work from going forward and proposed that Rachel draft three goals to work on for January to discuss at the November meeting.

Rocco suggested quarterly reviews to touch on accomplishments, goals, and plans for the upcoming quarter. Jane agreed that the board would then have up-to-date information to support salary increases, etc. Tricia noted the quarterly goals could then be used to create the annual report.   
On behalf of the board, Kathryn presented Rachel with a floral arrangement that was generously donated by Stoneham resident Jeri Solomon.  
Tricia reported that Jessi and Jane wrote an article for the Independent on Rachel’s appointment. Tricia proposed additional articles on the new windows and upgrades to the Junior Room.

1. Director’s Report  
   Building updates:

* The library has a contract with the Window Woman to refurbish the historical windows in the Junior Room beginning this fall with one pair. Her firm has been recommended by other local libraries. Rocco asked about the cost; Rachel said it was less than the allocation, which would allow for other windows to be refurbished as well.
* The library is waiting on a quote for carpeting to move forward with sections that don’t need asbestos remediation.
* The new water fountain was installed.
* There have been multiple backups in the bathrooms; when the drain lines were snaked with a camera, lots of paper towels were clogging the lines. Brian from Facilities is getting quote to install hand dryers instead. The Junior Room bathroom will need a separate installation.
* An MLS site visit focused on adult services, including moving the physical collection and weeding. Kristi from MLS offers a new director visit/onboarding.

Rachel submit the financial report to the state last Friday.

Jessi and Rachel met with a potential leader for the Friends; there is a follow up meeting October 24.

Woburn Makerspace pitched a mobile makerspace using the library’s own equipment; they will provide instructors. Rachel would like to get a grant if the program is popular.

1. Strategic Plan

Jessi suggested edits to Tricia; need to remove “interim” from Rachel’s title.

*Motion to accept the long range plan as amended: Jane, second: Rocco; unanimous.*

Tricia asked Rachel to print copies for the select board and other stakeholders including Rep. Day and Sen. Lewis.

1. Discussion of Major Challenges

Tricia compiled staff and trustee feedback on major challenges facing the library and would like to understand the board’s priorities.

Jane would like to address safety and signage related concerns. Tricia asked about the staff emergency plan; Nicole referenced it but where is it? If Rachel can’t find it, a new one is needed, including a map of fire extinguishers and AEDs. Tricia would like to get staff input on safety concerns; is there an MLS model plan that the library could adapt?  
Kathryn mentioned the overcrowding/cleaning out bullet points and noted that these issues will need to be addressed before space can be reimagined.   
Tricia agreed with Jane that safety should be the first priority; Sue suggested making safety/security one of Rachel’s goals for January this year.

Rocco asked whether Sgt. Kennedy could repeat his presentation for new staff.

1. New/Other Business

Junior Room and AD positions need to be posted. Rachel said it will be easier to post the Junior Room position pending the new salary rate once the new union MoA is signed. Tricia thought the current job description could be reused. Rocco said the trustees can help with interviews if Rachel would like.   
Jane asked about a timeline for the AD posting; Rachel said it depends on the salary range.

1. Next Meeting: Monday, November 14, 7 PM
2. Adjournment 8:28 PM  
   *Motion to adjourn: Rocco, second: Sue; unanimous*