**Stoneham Public Library Board of Trustees**

**MONDAY, NOVEMBER 14, 2022**

1. Call to Order: 7:03 PM

Present: Jessi Killilea, Jane Francis, Tricia DiPietro, Sue Fixman, Kathryn FitzGerald; Director Overbeck

1. Approval of Minutes/Statistics

Follow up to minutes: Rachel found the staff emergency plan but it will need to be updated; the dumpster is here

*Motion to accept the minutes: Jane; second: Sue; unanimous with one abstention*

Stats: right now Rachel only has the web/online stats, will share circulation stats as well. Jane asked about usage of Ancestry.com and Pronunciator; Rachel said Maureen tracked both and last month there were 326 users of Ancestry.com and 59 of Pronunciator. Vote on stats tabled until next meeting.

1. Director’s Report

Both unions have signed contracts with town.

Kudos: to Matt for putting together the November newsletter and showing flexibility and hard work; to the circulation department for collection weeding and moving A/V materials.

Building: the library has a contract with the Window Woman, work to begin 12/5 and will take 8-12 weeks per set of windows. Rachel found an unspent $8700 from an old capital project to use on windows facing Warren Street (Rachel’s office, Junior Room non-fiction area and Junior Room staff room). If any of those funds are left after the window work is completed they will be returned to the town.

Carpet: Rachel received staff feedback on carpet samples; she has chosen a color for the mezzanine and tech services areas; LVT wood-look tiles will be installed in the staff room. Both options are quick ship so work may be completed by the end of the year. Carpeting these areas does not spend the whole Capital Committee allocation; Rachel will ask for additional funding to cover asbestos abatement.

Bathrooms: weekly problems; backups from sewer line appear to be tied to flushed paper towels. Rachel would like $5-7K to install hand dryers in the downstairs restrooms. The library has already spent that much on plumbers this year. Tricia suggests using the repair budget now to demonstrate the need for this budget to the town; we can use state aid later if needed. Rachel noted she has currently spent about half of the repairs and maintenance budget for the year.

9 AM Opening: the earlier opening has been a big success and is very popular with families.

Dumpster: Rachel was able to clean out the boiler room; this will allow Bruce to start consolidating work and storage spaces to eventually add back staff space.

Motorized window shade: quote for $1499.82 to address afternoon sun coming in at the circ desk; includes motorized shade on timer with rechargeable batteries. Rachel would like to pay from the donations line because the Friends of the Library had agreed to cover this expense.

*Motion to spend up to $2000 from donations for a motorized shade in the adult services room: Jessi, second: Sue; unanimous.*

Plaques: Maureen received a quote for $140 for plaques to go below the paintings in the Stoneham Room and on the Junior Room desk. Jane said Marcia Wengen had wanted narrative plaques for the portraits to explain why they are important to the Stoneham Library. Tricia would also prefer to have plaques that tell this history. Rachel will ask Maureen to expand blurbs for trustees to approve at next meeting and will move forward with the Junior Room desk plaque for now.

Junior Room: applied for a grant from the SBCEF to replace outdated AWE machines with iPads outfitted with recommended apps. Parents could check them out and more closely monitor screen usage.

Presentation: Creative Fund for Junior Room: Katie and Melissa request a supplemental fund for craft supplies that go beyond office supplies budget; especially given that the materials budget was cut this year. Fund would support discover centers, book displays, and craft programs. Costs include ink and paper, laminating sheets. Rachel can check at end of year to see if proposed amount is aligned with actual usage. Tricia asked where in the budget the fund would fit; Rachel thought programming or office supplies.

*Motion to use $500 for Junior Room Creative Fund from State Aid: Jessi, second, Sue; unanimous.*

Staff updates: Rachel has met with staff 1:1 to talk about goals and ideas; safety plans and regular staff meetings were recurring items. Matt would like to continue the newsletter and work on the maker space; David would like to start a film club.

Budget: the FY24 budget is due after Thanksgiving; that is Rachel’s priority right now. She is presenting at a triboard meeting 12/6; Trustees are encouraged to attend.

Updating the safety plan will be more involved than Rachel had anticipated.

1. Director: Performance Evaluation Goals

3 goals for January to support board recommendations for salary increase:

* Present and pass budget
* Move carpet and windows to next project phases
* Make progress on safety plan

Jane would like to revisit the major challenges document; Tricia suggests looking at one section at a time.

1. Head of Youth Services Position: Discussion

Offer to Katie Bardascino was accepted.

*Motion to appoint Katie Bardascino as Head of Youth Services: Jessie, second, Sue; unanimous.*

1. Assistant Director Salary: Discussion/Vote

The town can’t fund at an increased salary but the trustees could supplement with State Aid. Approved salary of $63K will not attract qualified candidates. Tricia proposes using $10K from State Aid to supplement the salary for FY23 and FY24; it may not be needed for FY23 since the year is part over already. The town would then commit to covering an increasing percentage of the salary each year after FY24. Rachel noted that with the new union contracts, the AD would make the same as the Head of Youth Services, with more responsibilities and no union representation. Jane noted that the town used a similar approach to fund the director of the senior center. Jessi noted that salaries are low across town and worries that other departments will make similar requests. Tricia said Rocco supported the idea.

*Motion to use up to $10,000 from State Aid to subsidize Assistant Director salary in FY23 and FY24: Jane, second, Sue; unanimous.*

Rachel said the position is posted and interviews will begin next week.

1. YA Relocation Furniture Request: Discussion/Vote

Katie would like to relocate the YA space from the mezzanine – not enough room or seating; noise concerns; no space for group projects. Proposed new location in existing A/V space where teens are already using the space. New space could use makerspace table and could house YA A/V, YA fiction, graphic novels. A bulletin board divider could separate it from the rest of the downstairs space as needed.

Costs: $10,092.51 for furniture and $2,859.91 for the divider.

A phased move could be completed by February/March.

Jane asked how to monitor the space; Rachel noted that the AD office and tech services office look onto the space. Rachel hopes this space will be a starting point for recruiting a teen advisory board and implementing more teen programming. Katie also suggested the Youth Services librarian could provide roving reference in the teen space, as North Reading does.

*Motion to allocate up to $13,000 from State Aid for new YA space: Jessi, second: Jane; unanimous.*

1. Friends of Library Update

Jessi said they are holding steady until spring.

1. Political Liaison(s): Discussion

Tricia asked for a trustee to volunteer as political liaison for State Sen. Jason Lewis and State Rep. Michael Day. Jane volunteered.

1. Catalog Computer Relocation Request: Discussion

Rachel had extra money in this year’s budget to get 10 new staff computers and 8 new patron computers through NOBLE. The library will have 18 older computers (5-6 years old) and could keep a few to use as catalog computers and for teen use. There will be a small increase in the tech maintenance budget from NOBLE that may need to be covered with State Aid. Rachel would prefer to have a catalog computer on every floor.

1. New/Other Business

Jessi asked about rearranging adult reference; Rachel wants to complete the YA move first. Rachel and Jessi met with a designer to learn about the process to reimagine the adult services side but they are not ready to begin yet.

Rachel reported that there is a new town handyman.

1. Next Meeting: Monday, December 12th
2. Adjournment

*Motion to adjourn: Sue, second, Jessi; unanimous. 8:51 PM*