Call to Order 7:10

Attendees: Sue, Jessi, Jane, Tricia, Rocco, Rachel Overbeck; Kathryn (remote); Lisa Mashburn (remote)

1. Agenda:

*Motion to amend the agenda to include the children’s safety policy in the policy review: Jessi, second: Rocco; unanimous*

1. Approval of Minutes/Statistics

*Motion to approve the January minutes: Sue, second: Jane; unanimous*

Statistics: Rachel noted an uptick in web traffic and social media engagement

*Motion to accept the January statistics: Jessi, second: Rocco; unanimous*

1. Director’s Report

Kudos to Debbie for taking over the seniors’ homebound delivery during her lunch hour; to Angela for adding an “On Order” status designation to the catalog to allow for holds on newly ordered books; to Bruce for coming in early to let contractors into the building.

No major plumbing issues in January; the hand dryers have been installed and the lights in the new YA area have been fixed.

The library has obtained a license to show movies on site; it covers the whole building and any movie. This will support the new Film Club and planned family movie events.

The library also has a new account with Kanopy, a streaming video library with different content than Hoopla.

A candidate for the Stoneham Select Board asked to host a meet and greet at the library. After discussion with Tricia, Rocco, and Dennis the library will not be hosting events. Rocco noted that we’d need to offer the same opportunity to all candidates.

State Aid and Budget: the repairs and maintenance line in the budget is already exhausted; Rachel would like to spend down the overall operating budget before using State Aid to cover.

Carpeting: project requires asbestos abatement, recarpeting, repair to walls, demoing built in shelves to address tiles that extend under the shelving, moving books into temporary storage. Rachel is working with Cory and the FAB on a proposal for town meeting. The project is expected to be about $86K without rebuilding shelves or $100K with new shelving. Rachel asked Marcia from the Historical Commission to weigh in on the shelves.

Quarterly goals: 1) Once the new AD starts, reviewing and redistributing tasks for the director, AD, and senior staff; 2) streamlining meeting room and program scheduling; 3) begin reviewing and revising library policies.

Annual report: Rachel shared a draft with the trustees. Tricia asked if graphs could be included in the future to show increased engagement, programming, etc. Jessi noted that the graphics in the Bi-board presentation could be repurposed for this year’s report. Tricia asked that the extended hours information be corrected.

Bathrooms: broken faucet is sometimes left running; Rachel is working with Brian on installing metered faucets. The accessible bathroom is not very accessible – the door only locks from the outside and is hard to open; Brian is investigating a push-to-open switch and “Occupied” deadbolt. Jessi asked about making bathrooms gender neutral. Rachel is talking to Cheryl Noble, the building inspector, about the bathrooms and capacity requirements. There are currently two stalls in each bathroom and the urinals in the men’s room are open; the urinals could be enclosed.

1. Staff Appreciation Fund: Discussion/Vote

Rachel would like to create a staff appreciation fund to celebrate birthdays and provide some staff lunches. Rocco asked where the funding might come from. Tricia suggested that it would be similar to schools using PTO funding for teacher appreciation; she suggested a tie-in with National Libraries Week.

*Motion to approve up to $1000 from donation line for staff appreciation: Jessi, second: Rocco; unanimous.*

1. Low Vision Reader purchase: Discussion/Vote

Low vision reader: Rachel has priced out a portable low vision reader at $3500; it can be set up wherever a patron is sitting; funding will come out of Maureen’s budget. Table discussion/vote till next month.

1. Junior Room AED update: Rachel is working with procurement and the Fire Department, which might be able to provide for free.
2. Staff Room Furniture purchase: Discussion/Vote

Staff room: The staff room is looking much better; Rachel requested $1900 from State Aid for a new sofa.

*Motion to approve $1900 from State Aid for the purchase of a new sofa: Jane, second: Rocco; unanimous.*

1. Dissolving of Trustee Subcommittees: Discussion/Vote

Building Subcommittee = Rocco and Tricia; Strategic Planning = Kathryn and Sue; Staffing = Jane and Jessi.

Tricia noted that less hands-on oversight is needed and suggested that the whole board can work together on issues as needed.

*Motion to dissolve the building subcommittee, strategic planning subcommittee, and staffing subcommittee: Rocco, second: Sue; unanimous.*

1. Policy Review: Materials Selection and Child Safety: Discussion

Materials Selection: Rachel noted that the material selection policy is standard for libraries. Tricia compared it to what is in the Trustees handbook and noted that the Trustees document includes sections on confidentiality of patron records, the ALA Bill of Rights, and freedom to read. Rachel has a form for patrons to request reconsideration of materials – complaints must be specific and will go to the director for review; if the patron is unhappy with the director’s decision they may appeal to the Trustees. Complaints can only be submit by Stoneham residents. Rachel has had books challenged at other libraries and feels that in most cases patrons just want to be heard; the form requires enough effort that people will likely be submitting it in good faith.

Child Safety: Katie has proposed updates to the child safety policy. She would like to add language about the bathroom in the Junior Room being for adults who are there with children; about asking adults who are not accompanying children about the purpose of their visit; and about amending the age at which children can be left unattended. Rachel will send proposed updates for review next month.

1. New/Other Business

Next month Tricia would like to discuss plans for an open house in the spring or fall; please bring ideas.

Rachel reported that Rocco has been invited to the Select Board meeting February 28 to receive a certificate of appreciation for his years of service to the library; Trustees are invited to attend.

1. Next Meeting: Monday, March 20, 2023
2. 8:15 Adjournment   
   *Motion to adjourn: Sue, second: Rocco; unanimous*