**AGENCY: STONEHAM PUBLIC LIBRARY BOARD OF TRUSTEES**

**LOCATION: STONEHAM PUBLIC LIBRARY/STONEHAM ROOM**

**DATE OF MEETING: MONDAY, APRIL 10, 2023**

**TIME OF MEETING: 7:00 P.M.**

**AGENDA**

**Attendance:** Tricia (online), Jane, Lisa, Rachel, Sue, Kathryn (online), Lily (online)

7:04 Call to Order

7:05 Reorganization of the Board:

Jane nominated Tricia to continue as Chair, and Sue as Vice Chair

Sue nominated Jessi to serve as Secretary

Lisa made the motion for Tricia to serve as Chair, Sue to serve as Vice Chair, Jessi as Secretary

Second by Jane

unanimously approved.

7:15 New Trustee Information: Discussion

Tricia shared a zip drive with Board members, important files for the board to all have in one place. She will share the Trustee Handbook. Lisa will clarify her email address for future communication.

7:20 Approval of Minutes/Statistics

Some discussion about the Child Safety Policy, this will be discussed later in the meeting.

Jane motioned to accept the Minutes for the March meeting. Second by Sue.

Unanimously approved.

Statistics:

* A big bump in Social Media, Thanks to Lily!
* New format for tracking the statistics makes it easier to review and compare past data.
* Attendance to programs is up
* Nintendo Switch game use is up. over 700 checkouts so far this year.

Jane motioned to accept the statistical report for March, second by Sue. Unanimously approved

7:25 Director’s Report

* Kudos to Maureen: she had to reschedule an event from January. She was able to reschedule for February and 50 people attended.
* Building updates:
  + Windows were reinstalled, and the second set was taken from the Junior Room. Katie posted a sign to inform patrons of what is going on with the windows.
  + Brian is working on the roof repair, collecting quotes for replacing the flashing. Marcia W from the Historical Commision is hopeful that it will be done right, in respect to the historic nature of the project.
* Staffing updates:
  + Ali Fletcher started in the Junior Room, planning programs. She is a great addition to the team.
  + Rachel and Lily held 1:1 with key staff members. Setting goals and clarifying roles.
* General updates:
  + The library has obtained a Low Vision Reader. Staff have been trained on how to use it. Next steps are to figure out how to advertise that we have one. The larger one will be for inside Library use, when we get smaller ones, they will be available to checkout. Rachel will look into getting information in the Senior Center Newsletter. Jessi mentioned the possibility of lending them to Town for voters to use when voting.
  + Lily and Rachel are developing a “Library of Things” for lending. Rachel plans to use funds available for items to circulate.
    - Kathryn raised the question of how these things will be searchable. Rachel will add a tab to the website to explore what’s in the collection. Items will be searchable through “KeyWord” searches.
  + There is a plan to weed out the nonfiction of the main library. 500’s are almost completed. Rachel has a plan to work with staff to move it along. She will set up ways to celebrate milestones through the process.
  + Redesigning the space:
    - Rachel is looking into moving more shelves to the Mezzanine. Designing meeting spaces. Shifting Reference to make it more visible. She would like to add lockers for patrons to store items when they are in the library.
    - The security gate is old, and not working properly. Rachel is looking into switching to a RFID system. Easier for staff to checkout items for patrons. Each item gets a new sticker, and the library would get a new gate.
    - The circulation desk will eventually be reworked, but that will be later.
    - May 6th 11-1 to Stoneham 101. It would be great to have a Trustees table, offering information about services available through the Library.
      * Lisa and Kathryn are available, Tricia and Sue said they might be able to attend.

7:45 Director’s Quarterly Goals: Discussion

* It was determined that the Board would check in and set new goals with Director at the January, April, July, and Oct meetings.
* Rachel updated the board on the goals she set in January:
  + #1: Redistribution of tasks among staff. With the hiring of Lily, this is in-process. Lots of tasks are a collaborative process.
  + #2 Streamline scheduling through the Library
    - Room usage, programs, and staff schedules are now in a google calendar. This calendar is accessible by Rachel, Lily, Maureen, and Debbie
  + #3 Policy Updates: This is an ongoing process.
* New Goals for this quarter, #1 is continue updating policies.
* Rachel will bring 2 additional goals to the next Board Meeting

7:50 Major Issues, Policies/Funding: Discussion

* Grant Writing was brought up. Rachel will seek out grants that would be useful.
* The Trustees reviewed the remaining items to be addressed on the Major Issues list that came from a Staff Survey last year.
* Many items have been completed or are being addressed currently by administration
  + A few action items: policy updates, Distribution of Newsletter, Guidelines for Bulletin Board postings, 3-D printer, Friends Group
    - Connecting with other Town Boards: Tricia will reach out to Select Board, Lisa offered to reach out to the Finance Advisory Board.

8:20 Children’s Safety Policy: Discussion/Vote

* After discussion of the purposed changes to the policy, it was confirmed that the policy would be presented to all new card holders in the Junior Room.
  + Jessi made the motion to accept the Child Safety Policy, Second was made by Sue. Unanimously approved.

8:25 Quarterly Staff Meetings: Discussion/Vote

* The administration would like to have quarterly staff meetings from 9-12. Dates offered were May 25th and August 24th.
* Motion to accept the proposed dates (which includes opening at noon on those days) made by Jane, second by Sue. Unanimously approved.

8:30 Trustee Gift Policy: Discussion/Vote This items was discussed briefly and moved to further discussion next month.

8:35 Trustee Meetings, Upcoming Dates: Discussion/Vote Board decided to move the May meeting to May 15th due to scheduling conflicts. The meeting on June 12th will be in person. Historically the Board has not held meetings in July and August, if one is needed it will be remote.

8:45 New/Other Business Marcia from the Historical Commission presented material about the historical mural that was taken down from the bank building on Main St. The Library is in possession of a print of the mural, which appears to be the only copy of the print. Discussion was held about ownership and rights to duplicate. The Trustees voted to work with the Historical Commision to create and use copies of the small print for marketing purposes.

8:55 Next Meeting: Monday, May 8, 2023? This item was moved to earlier in the meeting.

9:00 Adjournment, motion made by Jessi, Second by Sue. Unanimously approved.