



Stoneham Public Library

STONEHAM, MASSACHUSETTS 02180
BOARD OF LIBRARY TRUSTEES

NOTICE OF MEETING

(in accordance with provisions of Chapter 626, Acts of 1958)

In response to Governor Baker's declaration of a public health emergency and the related Emergency Executive Order dated March 12, 2020 and the extension granted under Chapter 20 of the Acts of 2021 signed by the Governor on June 16, 2021, the Library Board of Trustees shall be meeting remotely until further notice. The audio conferencing application GoToMeeting will be used for this purpose. An online link and telephone access number will be provided on all meeting agendas and also on the Library's website. This application will permit the public to access and participate in future Board of Trustees meetings. Instructions for joining meetings in this manner will be provided on the Library's and Town Clerk's websites. We extend our thanks for your understanding and participation in this manner, which is intended to keep members of the Board, Library staff, and the public safe.

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/835704077>

You can also dial in using your phone.

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Access Code: 835-704-077

AGENCY: STONEHAM PUBLIC LIBRARY BOARD OF TRUSTEES

LOCATION: STONEHAM PUBLIC LIBRARY/MARCY ROOM

DATE OF MEETING: MONDAY, AUGUST 14, 2023

TIME OF MEETING: 7:00 P.M.

AGENDA

1. Call to Order at 7:01PM

Present: Tricia DiPietro, Sue Fixman, Austin Haley, Lisa Mashburn, Rachel Overbeck, and Tim Waitkevitch, SSB Liaison

Absent: Jessica Killilea, Jane Francis

2. Approval of Minutes

Motion to approve made by Lisa, second from Austin. Approved (Sue abstained)

Approval of Statistics

Motion to approve made by Sue, second from Austin. Approved unanimously

3. Director's Report

→ Goals update:

- ◆ 800s almost done
- ◆ Pushing policies because summer was so busy, will restart for September
- ◆ RFID is being pushed too, worked to get a new calendar vendor instead

- Due to departure of Ali Fletcher, working on posting the job and hope to have it filled sent it to you all, along with some fun pull out statistics.much more quickly this time
- ARIS report completed! Linked here with some fun pull out statistics. Financial report should be done soon.
- Facility updates
 - ◆ Met with Wes from BEC: the roof, the HVAC, and getting water away from the building are the top priorities
 - ◆ Facilities Director put a capital request in for the October Town Meeting for a roof design for the library, which will include gutters on the addition. He's meeting with the design firm that did the Town Hall roof on Thursday, August 17
 - ◆ Facilities Director also proposed using the remaining \$11,000 of the 2019 capital money for the carpeting to abate and refloor the magazine room, especially where it is being repurposed for the Library of Things. Will be meeting with the abatement person tomorrow.
 - ◆ Storm damage: Gutter leaking on East wall in last week's storm was addressed quickly. Also found a bad leak in the staff room which has prompted renovation of the little kitchen area. Will hope to have a quote at the next meeting.

→ Library of Things: Will send a list for review of proposed storage solutions for the items that we're adding

4. Friends of Library Update: Members Allison Lane and Kim Jacobs (soon to be Secretary and Treasurer, respectively) present. Paperwork submitted for 501c3. Planning to recruit high school student volunteers for tasks such as sorting the donated books and possibly managing social media, among others.

5. State Aid Requests:

- Junior room shelving replacement and signage. Requesting \$2200
Motion to approve \$2200 out of State Aid made by Austin, Second from Lisa. Approved unanimously
- Library of Things storage requested by Mara- \$2000
Motion to approve \$2000 from State Aid made by Austin, Second from Sue. Approved unanimously
- Self-Checkout Machines - Request of \$5500 for an initial machine (software free with purchase of machine). Discussion ensued.
Motion to approve \$5000 from State Aid made by Austin, Second from Sue. Approved unanimously

6. Staff Appreciation Certificates, recognition of excellence to:

- In person: Maureen Saltzman, Angela Binda, Debbie Cunningham, Laurie Lucey, Katie Bardascino, Kris Cavaleri, Melissa Jackson, Maryalyce Pastorello, Allison Berry, Donna Butler
- In absentia: Tami Huang, Allie Hyland, David Huygens, Matthew Sowyrda, JC Chou

7. Next Meeting: Monday, September 11, 2023

8. Adjournment: Motion to adjourn made by Austin, Second from Sue. Approved unanimously
Adjourned at 7:31pm