



Stoneham Public Library

STONEHAM, MASSACHUSETTS 02180
BOARD OF LIBRARY TRUSTEES

NOTICE OF MEETING

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

AGENCY: STONEHAM PUBLIC LIBRARY BOARD OF TRUSTEES
LOCATION: STONEHAM PUBLIC LIBRARY/STONEHAM ROOM
DATE OF MEETING: MONDAY, JUNE 12, 2023
TIME OF MEETING: 7:00 P.M.

AGENDA

In attendance: Tricia, Sue, Jane, Rachel, Kathryn, Austin, Lisa, and Jessica (late arrival)

Call to Order - Meeting called to order by Tricia: 7:05pm

1. Public Comment - no attendance
2. Approval of Minutes/Statistics motion -
 - a. Minutes: motion for approval made by Jane, second Kathryn (4 approve, 1 abstain, 1 absent)
 - b. Statistics: motion for approval by Jane, Kathryn second (unanimous, 1 absent)
3. Director's Report
 - a. Kudos to Matt for the adult creative writing group, and Debbie for taking the initiative to try a new shelf display product
 - b. Fiscal year wrap up - in good shape budget-wise, particularly the materials budget which affects state aid.
 - c. Health Dept received a grant (regionalized to Stoneham, Melrose and Wakefield) for building accessibility: assessment of building done. Signage added for the accessible bathroom (also gender neutral), looking for solution for logistical difficulties with this bathroom

- d. Materials disposal - finished 500s and into the 600s
 - e. There is also a plan for updating adult materials, focus on areas with high demand (such as gardening and philosophy), which also guides programming development
 - f. Teens: Will be opening a library meeting space for HS clubs who desire to meet through the summer. Also starting Wednesday movie showing
 - g. The first quarterly staff meeting was very productive, department heads gave reports, discussed safety and first amendment audit, Depts had time to meet separately.
4. Moving next staff meeting date: Rachel made a request to move the August meeting to Sept 7th (Thursday). Discussion ensued. Motion to change the date of the next quarterly meeting to 9/7 from 9-12 made by Jane, second by Kathryn (unanimous approval)
5. Materials Selection Policy Update: Discussion/Vote
- a. Suggestions to call it collection development policy, use gender neutral language, add language specifying that a completed reconsideration form is a public document, include language about resources (such as ALA) utilized in selection and reduction of materials, Put on formal letterhead and include review date.
 - b. Deep Dive with Maura Deedy - The two trustees who attended (Lisa and Tricia) shared their perspective from this forum, as it relates to Material Selection Policy and discussion ensued.
 - c. Motion to accept the policy as amended made by Jessica, second by Kathryn (unanimous approval)
6. Summer Reading Program - Summer Learning Program, kick-off on 6/23, 10am on the Town Common
- a. Kids: read books and other activities to earn tags for their necklace
 - b. Teens - activities and check out books to earn raffle tickets for prizes
 - c. Adults - punch cards for activities or reading books - once filled will get a tote bag.
7. Programming and display materials out of State Aid:
- a. Programming materials: Rachel made request for pop up tent, outdoor blankets for story time, table cloths, floor seating for adults - total \$880

motion for the Director to use \$880 from state aid for programming materials made by Jane, second by Kathryn (unanimous approval)

- b. Rachel made request for additional front facing displays for bookshelves, 46 total, at a cost of \$2500 out of State Aid
Motion made by Jane to approve 46 book displays at a cost of \$2500 to be taken from State Aid, second by Kathryn (unanimous approval)
8. Trustee/patron communication: Discussion/Vote
 - a. Discussed use of a Trustee email for any communications/responses, will need policy for responding to patron communications. Further discussion tabled until the next meeting.
9. Trustee Resignation: Kathryn FitzGerald
 - a. Thanks given and recognition for significant contributions
10. Trustee Nomination Procedure: Discussion/Vote
 - a. Austin Haley - interest expressed in finishing out the remaining year of term.
Introduction made and discussion ensued. Motion to accept Austin Haley for the remainder of Kathryn's term made by Jane, second by Sue (unanimous)
11. Next Meeting: Monday, July 10, 2023 at 7pm - Remote option
12. Adjournment: motion to adjourn made by Jane, second by Sue (unanimous)
 - a. Adjourned 8:35pm