



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/STONEHAM ROOM

DATE OF MEETING: MONDAY, SEPTEMBER 11, 2023

TIME OF MEETING: 7:00 P.M.

AGENDA

Attendance: Sue Fixman, Jane Francis, Lisa Mashburn, Jessica Killilea, Tricia DePietro, Rachel Overbeck

1. Call to Order 7pm
2. Approval of Minutes/Statistics: Jane and Jessi abstaining. Motion to approve minutes, Sue, second Lisa. Austin not present.

Statistics: motion to review Aug statistics to Oct by Jane, second by Sue, unanimously approved

Highlights: Social media is up due to Lily. Maureen had a couple of very successful book groups. Home delivery is doing better with a steady volunteer. Lisa asked how it's advertised; word of mouth and senior center.

3. Director's Report: see attached
4. Library Closure for Magazine Room Abatement: Discussion/Vote
Friday Oct 6th, crew coming to do the asbestos abatement.

Capital funds leftover from 2019 for carpets. Volunteers needed to empty the room.

Week of Oct 9, reflooring will happen. Repainted walls.

Motion to close on Oct 6th for the abatement project. Jane, second Sue, unanimously approved.

Friends of the Library, officially a 501c3 New Board members. Hoping to do a Town wide mailing to raise funds rather than memberships. Fundraising events for Fall, winter, January (teen video night), Books in Bloom with Garden Club. Getting help from the Reading Friends group. New website linked to main library website. Google workspace for board members and record keeping.

Tricia suggested adding a page to the newsletter.

Volunteers for booksale in November

5. Circulation Policy Review: Discussion/Vote

Rachel has gone through and cleaned up the document. Added screenshots of how to navigate the website.

Motion to accept the updated policy, Jane second Lisa, approved

6. State Aid Requests: Book drop & Office organization

MBLC Andrea, consultant. Our book drop is not up to code, if not in a fire safe room. Volume is too high to just use the blue bin outside.

*\$5000 to order another blue book drop bin, money from State Aid. Motion by Jessi, second Lisa, unanimously approved

*Office Organization: \$3000 to have Mara take care of it. Old Assistant Director's office, Bruce's office, Rachel's office, and a spare office space (currently a catch all room). Additional expenses are included in the asked amount. Motion to use State Aid to clean out spare office spaces and pay an outside person, by Jessi, second by Sue.

7. Town Email Adoption: Discussion, What do we use the email for? Rachel will send text if we need to check email ASAP.

8. Next Meeting: Monday, October 16, 2023 at 7:30pm

9. Adjournment motion to adjourn 8:12pm Jessi, second Sue, unanimously approved.

Director's Report

August went by in a flash! We had a good end to our summer reading program and made good progress on both weeding and the Library of Things

We posted the job in the JR and worked with Dennis to be able to offer a higher rate than previously, which we hope will make the process faster. We had the first two interviews last week and are hoping to have a few more this week. At this point, we're at least 4 weeks out from having someone in the door. I may need to call a special meeting, but I'll keep you all posted

We also had our second staff meeting last week, which went really well. We had a training with our new museum pass software. Our new calendar and mp software has launched. Please let me know if you have any trouble using it!

MaryAlyce Pastorello is retiring after nearly 59 years of working for the Library! Her last day will be Friday Oct 6. Reception to be announced. The Selectboard is honoring her at their Tuesday September 19 meeting at 7 pm. I'll be in attendance, if any of you are free I'd appreciate your presence.