



# 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.

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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, MARCH 20, 2023  
**TIME OF MEETING:** 7:00 P.M.

Attendance: Sue, Jane, Rocco, AD Lily, Director Rachel, Tricia, Kathryn, Jessi, Marcia Wegan (Historical Commission)

### AGENDA

7:04 Call to Order

7:05 Celebration of Trustee Rocco Ciccarello

Jane spoke of Rocco's tenure on the board. Sue and other members shared their thoughts and well wishes.

7:15 Approval of Minutes/Statistics

February minutes and statistics, motion to approve them made by Jessi, Second by Rocco. Approved unanimously.

It was noted that Lily started in her position on February 13, and Aly started in the Junior Room on March 2.

It was brought up that Statistic reports should be submitted as attachments to the minutes.

A question was raised about making the statistics more public. Sue expressed preference for the chart model. Lily offered to add a snapshot of statistics to the website. Kathryn made a motion that a snapshot of statistics be added to the website. The motion was seconded by Rocco. Motion approved unanimously.

Tricia raised a question about adding a message to the book receipt. Some libraries have things like, "You saved....money..." Rachel and Lily will look into adding it.

#### 7:30 Director's Report

Kudos this month: David has had a successful launch of the movie group.

Matt continues to enjoy creating the monthly newsletter and it has been well received by patrons.

Tricia offered a Kudos to Rachel for shoveling the walkway during the snow storm.

#### Building Updates:

- The Roller shade has been installed on the large window in adult services.
- The curtain has been removed from behind the circulation desk.
- The town handyman sanded and painted the inside frames of the new windows in the Junior Room. The outside framing needs to be replaced. Rachel will work with the town to collect quotes.
- The Historical Commission has been brought onboard for the chimney and roof repairs. After an inspection by an expert in historical restoration, it was decided that the roof should be repaired and not replaced. Marcia spoke of a consultation with a chimney mason. The consultation will be \$3200. The Building Department will get quotes for the roof. They are working with a mason who will look at the chimneys. They need to date them before doing any work. Brian McNeil is working on it within his department. April 6th is the next meeting of the Historical Commission.
- New Programs:
  - Film club had 10 participants, 2 attended the viewing, and 8 attended the conversation. All were enthusiastic about continuing the program. The next movie is "Anatomy of a Murder"
  - Craft and Chat with Rachel on Fridays at 2pm. Casual conversation and bring your own hand craft (knitting, crochet, etc.)
  - More programs in the works: Crime Club: mystery game with Lily, Writing group that Matt is considering.
- Collection Updates:
  - Kanopy service was added to the online resources, it's an online movie streaming service.
- Junior Room: Language books have been very positively received by patrons. Families with English as a second language have appreciated the availability of books in their native language. Brazilian Portuguese books are the most popular. Rachel is planning to add some to the Adult side of the library.
  - Katie has a spanish storytime coming on Saturdays.
- It was decided that the Director and Assistant Director would share the office on the main floor.
  - Lily has taken over social media and marketing

- Posting weekly calendars, reminders on Facebook pages
- She is looking into a website reboot, or designing a new one.
- Numerous program ideas that Lily is exploring for adult patrons include Craft nights, Mahjong, Midday Meditation, Adult gaming nights (Matt would help with)
- Lily is looking into software updates (eventkeeper is outdated)
- Staff schedule and space requests are being put on a digital calendar now.

7:50 Junior Room AED purchase: Discussion/Vote

The AED with junior pads will cost \$1800. Rocco made a motion to spend up to \$2000 from State Aid, Kathryn seconded the motion. Unanimously approved.

8:00 Funding Request for New Desks: Discussion/Vote

The administration requested new desks for their office. The cost is \$1700 plus freight. Motion to spend \$2300 from State Aid made by Rocco, second by Kathryn. Unanimously approved.

8:05 Late Openings for Quarterly Staff Meetings: Discussion/Vote

Administration proposed opening late to hold more extensive staff meetings, trainings and staff development.

Conversation was about using 9-1pm on Fridays, being open to the public from 1-5pm. Rachel and Lily will map out dates for the next 2 quarters for Board approval.

8:15 Children's Safety Policy Update: Discussion/Vote

The Board reviewed the proposed changes to the existing policy. Primary change is to the age and supervision guidelines. \*See attached for proposed changes.

Discussion around age to be at the library unsupervised reflected that the Middle School dismisses students who are 10 years old without an adult present. Board suggested shifting ages to 11 & up and under 11.

Language will be added that a parent or guardian will need to sign off that have seen the policy when a minor gets a library card.

8:30 Major Issues Review of Policies and Funding: Discussion

Motion was made to move this topic to the next meeting. Motion made by Sue, and seconded by Rocco

8:35 New/Other Business

- Discussion of Trustee Facebook pages. The purpose of a Trustee creating a Facebook page to share updates and information with voters. Board members agreed that reposting Library material is ok. Generating new material to share can be risky. The Board will consider "Best Practices" for sharing on Social Media as an elected official.
- Trivia Bee Sponsored by the SBCEF is March 30 and "The Page Turners" will be representing the Library: Tricia, Jessi, Kathryn, Melissa, Rachel, Lisa (candidate for Library Trustee 2023)

- Stoneham Chamber of Commerce is hosting “Stoneham 101” May 6 from 11-1, at the Library. A chance for residents to learn more about the town, and some of the organizations.
- The Trustees would like to host an Open House for local leaders. Looking ahead to late summer or early fall.

8:45 Next Meeting: Monday, April 10, 2023

8:50 Adjournment: motion made by Rocco, second by Sue. Unanimously approved.

Thank you for your many years of service to the Town of Stoneham Rocco Ciccarello