



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.

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AGENCY: STONEHAM PUBLIC LIBRARY BOARD OF TRUSTEES
LOCATION: STONEHAM PUBLIC LIBRARY/STONEHAM ROOM
DATE OF MEETING: MONDAY, JULY 10, 2023
TIME OF MEETING: 7:00 P.M.

AGENDA

1. Call to Order: 704
Jane, Tricia, Jessi, Rachel, Lisa (online), Austin (online)
Kathryn, and Ali from Junior Room
2. Staff Appreciation Certificate(s)
Certificate of Appreciation for each staff member
Ali Fletcher, leaving for Indiana University to go to Library school. Ali has brought her creativity to the Junior Room. She will be here til July 31. She has made a huge impact in the Junior Room.
3. Approval of Minutes/Statistics:
Minutes: Fix Kathryn's name spelling, and Austin's Name. Motion to accept with edits, Jane, second by Jessi. Lisa, Jessi, Jane, Tricia approve (Austin stepped away)
Statistics: uptick in some new materials and websites. Lily has been highlighting different elements, which is great! Tricia: Do we need to CORi volunteers who are making deliveries to

seniors. Volunteer is already a volunteer for Senior Center. Is there any liability to the library? Rachel will check into it. Motion to accept statistic: Jane, second Lisa. unanimously approved.

4. Director's Report: Staff are invited to attend the August meeting for appreciation.

Friends board has been elected. Organization is moving forward. Lindsay and Caroline are invited to attend August meeting.

Quarterly Goals: 1) 600's done by July, they are weeded and in the process of cataloging.

New goal: 800's done by August, 700's next quarter

2) RFID system (proposal for next month)

3) Policy updates

John Tardiff substitute janitor will be coming to clean tile in hallway and bathroom

Facilities staff coming to remove security gate. The gate isn't necessary.

2023 ARIS report is open, and Rachel has begun working on. (Annual Report

Information Survey)

Programs: YA 11 programs w/71 attendees! 30 Tweens and teens attended paint night! 2023 63 programs 791 attendees! A lot of staff led programs.

Survey upon completion of "special" programs has been helpful to track "how did you find out?," "Rating," "Do you have a Stoneham library card?" (some got them after programs), "Have you used our library before?," "Do you live in Stoneham?"

Library of Things, Museum Passes will be increased line items. Theater tickets will be added if they continue to be in demand. Reference is adding a database.

Junior Room updates: Literacy kits in Junior Room (7) are consistently being checked out. Grant money for iPads for patron in-house use. Discovery Center in the Picture Book Room. Lisa asked about the cleaning schedule for toys, to which Rachel confirmed that they do clean them regularly. Books in 11 languages, and an updated Caregiver section. Tricia asked with increase in languages available in JR, will there be adult materials as well? Rachel confirmed that they are working it, sometimes borrowed materials if we don't have it.

YA Updates: furniture, "Trash Votes," weekly and specialty programs. Movies on Wednesday afternoons this summer. Increased high-low section for all learners.

5. FY24 Budget: Discussion:

Biggest change is that the Town has fully funded the Assistant Director position, with the increased salary amount. We did not end up using any State Aid for the position.

Materials budget is 15% of our budget.

Library overspent on some line items this past year, but did not go over the allotted operating budget. Because repairs and maintenance was over, the Town can see that we are working to improve the building's efficiency.

Lisa asked about State Aid, how it works. Rachel explained that the amount we get each year is based on Town offered budget and results of the ARIS report. Uses include: 15% of overall materials have to be sharable, staff training, building repairs, not on union salaries, suggested that Libraries should not use it for Capital Expenses (roof, HVAC system, etc).

6. Monthly State Aid Allotment Increase: Discussion/Vote

Currently \$400 monthly for the Director to spend without needing approval.

Discussion of whether to increase the monthly cap. Rachel will step back, and analyze spending this year. She will bring back information at the next meeting.

7. State Aid Request for Shelving: Discussion/Vote

Request to purchase 2 new shelves for Junior Room and another Hold shelf for circulation desk \$2500 out of State Aid.

Motion to approve by Jane, second Jessi. Approved unanimously

8. Trustee Communication Process: Discussion

Suggested from the Town to create email for each of each Trustee. Each Trustee will have to go to Town Hall to set up accounts. Trustees would develop a “Best Practices” for responses. Tricia will contact Trustees when the email addresses are ready. Tricia will ask the Select Board about policy for emailing.

9. Library of Things Project Organizer Hire: Discussion/Vote

Mara Bangura is a volunteer who organized the Junior Room Storage area.

In preparing for the “Library of Things” Rachel would like to hire Mara to help organize the Magazine Room (moving materials out, organizing the space). For her time, she gave a proposal of 20 hours total, for \$1800 to do the job.

Motion to hire Mara Bangure to help organize the space for our Library of Things for \$1800, by Jessi second by Jane. Voted unanimously approved.

10. BEC Building Plan Revisting: Discussion/Vote

To help communicate the information to Town officials, Rachel would like to invite a representative from BEC to come and talk about the report.

11. Next Meeting: Monday, August 14, 2023 hybrid

12. Adjournment: Motion made by Jessi, Jane second. Unanimously Approved.