

# 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>

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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, OCTOBER 16, 2023  
**TIME OF MEETING:** 7:30 P.M.

## AGENDA

Attendance: Tricia, Jane, Sue, Austin, Lisa (remote), Jessi, Rachel, Lindsay (Friends)

1. Call to Order: 7:32

2. Approval of Minutes/Statistics

New format with 2 months statistics. Categories make more sense. Easy to read. Video games doing well. Rachel will check on Spanish materials. Jane motion to approve August and Sept Statistics, Sue second. Approved.

Jane move to approve minutes for Sept meeting. Sue second. Approved with one abstention.

Special meeting minutes, motion to approve Austin, second by Jessi. Approved with 2 abstentions.

Department reports. Mango is being well received, a bit more expensive but more used.

3. Introduction: Chief of Police James O'Connor, postponed due to schedule conflict.

4. Director's Report

- Building

- Window woman is coming this Friday for the last set of JR windows. Outside was painted, some hardware needs replacing.

- Locksmith did a site visit and we'll be getting a number of locks fixed, including adding one that will make our accessible bathroom actually accessible

- Flooding after heavy rain last month. Money to be approved for study of roofs in Town, special meeting for warrant requests.
- Exit signs have been added to the JR under the advisement of Sue's husband
- The office organization has started and is going well. We started with my and Lily's office and we're already better able to find things we need, when we need them
- Abatement is complete in the Magazine room. The flooring was delayed slightly, because we also needed to replace the sub-floor. It ups the cost of the project, but it has to be done. Flooring will be going in this week (10/16-10/21) Cost doubled for the flooring (\$6000 for sub-floor)
- Staffing
  - MaryAlyce is officially retired! We've posted her job internally and had a number of qualified candidates from the last round of interviews. We're starting Wednesday and hope to bring you all together for a special meeting before our November meeting.
- Budget
  - The process hasn't started yet, but because I was able to negotiate a compromise between the town and the paraprofessional union, I likely won't be asking for any increases this year. We did spend all but \$1k of our operating budget last year and were able to amply meet our materials expenditure requirement and cover all of the repairs and increased programming costs. Needed to move 2 last hires to step 4, to be able to hire qualified staff at step 4.
- New Projects
  - Darkroom
    - I spoke with the high school photography teacher today. She and her students are bummed that the new high school eliminated their dark room. We connected because she heard we had a dark room and she is really invested in restoring it to working condition. We talked about ideas for programs, how it could become a community dark room, and that she would consider housing her collection of 35mm film cameras in our Library of Things so that more people could experiment with the hobby. More to come!
  - Website/Logo
    - It's time folks. We're running out of the old library cards, our website is held together with duct tape and Lily's fraying patience, and we could really use a new logo that conveys that we're a current and vibrant part of our community. I've solicited three quotes from local businesses for a logo and website redesign and we'll have someone for you to vote on next meeting.
    - Newsletter is wonderful!!! Over 500 people reading the newsletter.uh
- Long Term Projects Updates
  - The Library of Things first items have been ordered
  - I sat down with Brian and April (the procurement officer) to talk about my upcoming capital request and give them as full a picture as I can currently give them. Here's what's involved in the project which will take at least two months, likely over \$150k and the coordination of a lot of people:
    - Rehome turtle

- Move books and all furniture out of the JR and into a temporary space, likely the Marcy room
- Demo the built-in shelves, as they are built on top of the asbestos tiles
- Demo the heavily damaged wall in the picture book room
- Abatement
- Put in new sub-floor
- Install new wall in the picture book room
- Repair the walls and repaint the JR
- Install new shelving, likely custom built-ins as the space is irregular and we'd lose a lot of real estate if we used standardized shelving
- New carpet
- Move books back into the room (approx 700 books)

o Next steps: update the quotes and go before the capital committee

4. State Aid Requests: Office organization for Junior Room: Discussion/Vote \$1000

Austin motion to spend \$1000 to organize office, Sue second. Approved unanimously.

5. Next Meeting: Monday, November 13 7:30pm.

6. Friends update:

New website: Stonehamfriends.org

Sending out a mailing "soon". \$4000 to send out to all Stoneham residents.

Re-envisioning the "book sale." Other towns do a book drive, then book sale over a 2 week period.

Planning to put together a sale for early Nov 3, 10-4 & Nov 4 11-1.

7. Adjournment: motion to adjourn Jessi, Austin second 8:58pm