



# 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, NOVEMBER 13, 2023  
**TIME OF MEETING:** 7:30 P.M.

### AGENDA

**Attendance:** Trustees Sue, Tricia, Lisa, Austin, Jessica, Jane, and Director Rachel, Community members

1. Call to Order at 7:33
2. Approval of Minutes/Statistics: Motion to approve October Minutes, Austin, second Sue. Unanimously accepted  
Motion to accept statistical reports by Lisa, second Sue. Unanimously accepted
3. Introduction: Chief of Police James O'Connor  
Intentionally connecting with departments around town. Staff is interested in Emergency training. Rachel will coordinate with the police department. Chief is willing to go over anything needed to make the building and staff safer.
4. Friends Update: Lindsay online  
Book Sale: \$765, all books sold or donated, new members  
Glenda Colon-Busher (new member and possible board member, fundraising) long time resident of Stoneham, supporter of the library, extensive fundraising experience.

50th Anniversary postcard campaign about  $\frac{2}{3}$  of registered voters in town, almost \$3000 raised

Books in Bloom April 2024

Friends are considering book donation guidelines, find a member to sort through.

Jane shared that the wife of Mike Rorah, former Trustee, passed away and donations will be made to the Friends of the Library.

## 5. Director's Report

### ● BUILDING

- Roof study, \$35,000 approved by Town. Roof replacement/repair possibly 2025, and HVAC system upgrade
- We have a new fridge in the staff room, as the old one had a cracked freezer that didn't really do its job
- We've also gone ahead and approved designs for new cabinets, as the original sink developed a leak that led to a lot of damage. What better time to get new ones? Lily and I visited Direct Kitchen and chose the wood stain, cabinet style, and countertop. We went with quartz because any cleaner is safe on it and it will last forever. There will also be a dishwasher installed to better keep up with the dishes.
  - \$8,000 from Operating budget

### ● STAFFING

- There are regulations at the state level for how many hours a library must be open based on population level. Currently, Stoneham sits near the top of the 15,000-24,999 range which requires us to be open to the public 50 hours a week, at least 5 days a week, including some evening hours (for at least 38 consecutive weeks per year). Since we increased our hours last September, we are open 56 hours during the school year (39 weeks) and 52 hours during the summer.

I don't claim to know how fast towns grow, but we're pretty close to the next range of 25,000-49,999 which would require that we're open 59 hours and at least 6 days a week for those 38 consecutive weeks. The state gives towns bumping up to the next range a 3 year grace period to meet the increased hours (and therefore the increased MAR). So, this isn't a top priority concern at the moment, just something to be aware of.

To cover additional hours, Library will have to add 3 hours (stay open Wednesday nights) and hire additional staff.

### ● COMMUNITY

- Tricia spoke to Jessica Martin, a teacher at SHS, who was looking for a home for all of her dark room equipment. The plans for the new high school were supposed to include a dark room, but they've since changed their minds (citing that kids can "just take pictures on their phones").
- When Jessica met with me she was overjoyed to hear that our dark room still exists and that we would make it into whatever she and her photography club dreamed

- She's going to help us make it into a community resource, there will be room monitors from the photography club (for volunteer hours), and she's donating a number of film cameras that we'll be able to add to the LoT and use as programming materials.
  - We're thinking film photography 101 classes, photo walks, the possibilities roll out in front of us
- BUDGET
  - Bi-board meeting is December 6<sup>th</sup> at 7 pm. It's in the Middle School again this year. Rachel is scheduled to go last.
    - Capital Committee meeting asking for capital money for the Carnegie wing renovation, right now it's \$210k, input from Trustees is welcome.
    - Renovating the Junior room. Empty the room, demo shelves and carpet, relocate books. Library will need to be closed for a week for the abatement.
    - Rachel estimates 3 months total for the renovation.
  - She is asking for an increase in the programming budget, based on the increased attendance, but otherwise she is not asking for other increases, beyond the increase required to meet the MAR. \$2000 for programming.
  - Officially certified for FY24

6. Staff Appointment(s): Discussion/Vote

- Anna Powers (senior Library Tech position) motion to approve by Jessi, second by Austin. Unanimously approved
  - Anna Powers of Malden is currently working towards her Masters in Library Science online and has an infectious enthusiasm about bringing Gen-Z back into libraries that was apparent throughout the interview. She has a background in political science and civic engagement, with a recent focus in the 18-29 demographic. She is also confident in social media and would make an excellent addition to our team.
- Debbie White (Junior Room Senior Library Tech) motion to approve by Lisa, second Sue. Unanimously approved

Due to circumstances outside of our control, the position for the Junior Room SLT has opened again. Fortunately, we have an excellent candidate in mind. Debbie White of Burlington is passionate about the role of libraries in a community and has run programs with young people at the Woburn Public Library. She has a background in science and technology and is comfortable with makerspaces and teens, a growing demographic in the Stoneham Library. Her bright and funky energy will be a welcome addition to the Junior Room. I would like to extend a conditional offer to Debbie at Stoneham Library Association, Grade 36 Step 4 at the hourly rate of \$23.3955

7. State Aid Requests: Website and Logo (\$17k),: Discussion/Vote Board feels good about spending money on things that need to be done, bringing us into the 21 century. Motion to

approve spending State Aid on new website and logo, Austin, second Lisa. Unanimously approved.

Jr. Room Self-Check-out (\$7,700) motion to approve a self contained kiosk, Jessi. Second Lisa. Unanimously approved

8. Calendar/Holiday Closings: Discussion/Vote

Closed Friday 24 and Saturday Nov 25 Motion, by Jessi, second by Austin, unanimously approved

Close Saturday December 23 and Monday 25. Motion by Tricia, second by Austin. Unanimously approved

Open on Saturday 12/30

9. Next Meeting: Monday, December 18th at 7pm

10. Adjournment, motion to adjourn Sue, second Lisa, unanimously approved