



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, DECEMBER 18, 2023
TIME OF MEETING: 7:00 P.M.

AGENDA

Attendance: (Trustees) Tricia, Jane, Lisa, Austin, Jessi, Rachel, Alison Lane, Deb White, online Anna Powers, Lindsay McLaughlin, Micheal Kilkelly

1. Call to Order 702pm

2. Approval of Minutes/Statistics: Minutes Spelling of Mike Rora's name. Motion to accept, by Lisa, second by Austin. Approved unanimously

Statistics, Attendance is up to programs in the Junior Room. Motion to accept statistics, Jane and second by Austin. Unanimously approved.

Junior Room has a steady stream of patrons. Alison added that it is a very welcoming environment, and that using social media is helping with promoting events.

3. Introduction of New Staff: Deb White and Anna Powers

Deb White in the Junior Room. Started in November, motivated! Background in Science, fashion design, education.

Anna Powers, adult circulation. Motivated with new ideas! Politics, nonprofit experience. Working on a degree in Library Sciences. Social Media promotion experience.

4. Friends Update: Lindsay, shared an update. Postcard campaign was a success, donations have been coming in through the website. Alison shared that the “donation drive” should be considered an ongoing effort, we need to continue to share images and events, maintain momentum. Facebook posts sharing money that’s coming in. Author visit promotional material, Alison works with authors.

5. Director’s Report

- Office updates
 - Mara is a miracle worker! She’s cleaned out and organized three offices so far. It’s opened up a lot of possibilities for us.
- Logo/website updates: Rachel and Lily have worked with the designers. 3 Logos to choose from. Plan to have public voting, staff voting, trustees voting.
- Budget presentation FAB meeting Tues. Jan 9 at 7 pm (SMS Media center) Rachel is meeting with Dennis and Town Accountant tomorrow (12/19/23).
- The Library has significant leaking every time it rains. Beyond the hope that a new roof and gutters are coming, Rachel will be speaking to Brian to see if there’s any other steps that can take to prevent leaks from groundwater. In the meantime, Service Master is on call and quickly responds to calls.

6. Director Goals

- Goals update (put off from Oct)
 - Comprehensive capital request
 - Submitted/In progress with FAB
 - Library of Things
 - In process. Room is ready. Rachel and Lily are working to launch it Feb/March
 - Logo/Website kickoff
 - In process. Discussion of the new logo.
 - Budget
 - Submitted/In progress. Rachel will update next meeting
- Goals 2023 Overview
 - Redistribute tasks amongst staff based on interest and strengths
 - In progress/Done
 - Gave social media, newsletter, and programming duties to FT Senior Library Techs
 - Working on distributing collection development
 - Gave processing duties to PT Library Techs
 - Streamline meeting room and program schedule
 - Done
 - Assabet!

- Revisit and revise policies
 - In progress
 - Children's safety policy
 - Requests for reconsideration (materials and programs)
 - Materials selection policy
 - Circulation policy
- RFID
 - Did Not Complete
 - Still chewing on this idea, mostly due to the expense. After big weed is finished, this will be revisited
- Collection development
 - 500s, 600s done
 - 700's and biographies are in progress
 - 800s done

Budget Presentation: Rachel has prepared a comprehensive presentation for the tri board meeting.

7. Trustee Attendance at Friends Meeting: Discussion/Vote Tricia will attend January meeting. We will decide monthly who will attend the meeting

8. Staff Meeting Dates: Discussion/Vote

Close for a half day Wed January 24, closed 9-12pm. Motion to close for the quarterly Staff meeting on Jan 24, close 9-12pm, made by Jessi. Second by Jane. Voted unanimously.

9. Next Meeting: Monday, January 8th at 7:00pm

10. Adjournment, at 8:19pm motion made by Lisa, second Austin. Unanimously approved.