Stoneham Board of Library Trustees
January 9, 2023

In attendance (all remote): Jane, Rocco, Tricia, Sue, Rachel, Kathryn, Jessi

1. Call to Order: 7:04 PM

2. Approval of Minutes/Statistics
   Motion to approve minutes: Rocco; second: Sue; unanimous
   Statistics and staff reports: Tricia gave kudos to Angela for her work noting which bestsellers were on order in the catalog.
   Motion to accept the statistics: Rocco; second: Sue; unanimous

3. Director's Report
   Kudos to Katie and Angela, who went above and beyond while Rachel and Maureen were out sick and away.
   Staff has started CPR training.
   Building updates:
   - Windows: Marcia of the Historical Commission recommends trying to restore the original exterior color. Based on restoration work, Alison of Window Woman thinks red is the historical color. The restored windows will be painted red on the exterior and white on the interior. Window Woman will not strip and repaint the exterior sash; Brian from Facilities will hire a painter for this portion of the work once the paint color is finalized.
   - Carpet and floor installation are done; however, there was a leak December 23 due to a storm; Brian is investigating.
   - Window painting by Kel is finished.
   - Curtain Time is finishing the new shades for the main area and tech services; the old curtain behind the circ desk is coming out.

   The Senior Center is working on hiring a new driver and resuming deliveries for homebound seniors.
   Rachel had a budget meeting with Dennis and Leah; she is proposing restoring the part time page position, increasing the budget for tech, repairs, and maintenance, and increasing the town's contribution to the increased Assistant Director salary.
   Rachel is getting quotes for the carpet and abatement project in the junior room; work will also require moving books, setting up a temporary space in the Marcy Room. Brian is investigating the extent of the tile – whether it goes under the bookshelves or not. Once Rachel has complete information she'll be able to present a full picture to the selectboard; if not for FY24 then for FY25.

   Tricia asked when Rachel will know the final budget. Rachel said she only had one opportunity to meet with Dennis and discuss budget needs; he will present a final budget to the Select Board on February 15.

Sue asked whether Rachel had an update on cleaning the carpet in the adult section. Rachel has asked Brian who the town uses and will get a quote from Service Master.

4. Director's Annual Evaluation
   Tricia noted that the Trustees can vote on a merit raise of up to 2.5% for Rachel based on the goals she set for the year. For this period, she focused on three short term goals as she has not been in the director role for a full year. Tricia noted that even though Rachel has only been in her role for a short time she has been meeting her goals. Rocco agreed that Rachel has moved incredibly fast. Kathryn also agreed that Rachel has been making progress quickly and thoughtfully.
   Motion to approve a 2.5% merit raise for Director Overbeck: Rocco; second, Sue; unanimous.

   Tricia would like to continue the quarterly goals format and asked Rachel to present three goals to the board in February. Rachel asked whether the Trustees would like her to focus in any specific direction. Rocco suggested staffing – filling vacancies and training; Tricia also proposed an evaluation process for the new AD.

5. Programming Budget Increase Request: Discussion/Vote
   Rachel said the town gave the library a $5K budget for programming this fiscal year, which they have spent on summer reading and other programs. She noted that the most popular adult programs are lectures and crafts, which are more expensive to offer than programming like book groups. When a new AD is in place, the library will be in a better position to apply for grants; however, Rachel would also like the Trustees to provide a more stable funding source by matching the town allocation with State Aid funds.
   Kathryn asked whether the State Aid would be a long term supplement or a bridge to grant funding? Rachel said since grant funding is unpredictable she would like a long term funding source. She would like to ask the town for a budget increase eventually, but would like to have numbers to show support first.
   Sue asked what the approximate cost of speakers is? Rachel said it varies but averages $400-$600.
   Jessi asked about the $30K Friends of the Library donation intended for programming? Rachel said the current donation fund has $40K so the Friends donation appears to be untouched. Jessi proposed using the Friends donation instead of State Aid, since it was intended to be used to support programming. Sue agreed. Tricia added that this would continue the precedent that the Friends support programming.
   Motion to use up to $5K from the Friends of the Library donation to support programming: Rocco; second: Sue; unanimous.

   Rachel asked whether the funding should be for the fiscal year or the calendar year; Tricia suggested calendar year so Rachel can book summer programming now.

6. Assistant Director position
   Rachel presented Tom O'Connell as a candidate for the AD role; he is currently working in the Springfield library system but has varied experience in collection development and tech

services. Jessi participated in the interviews and was very impressed. Jane asked when he could start; Rachel said his background check is in progress; she hopes he can start in February.
Motion to accept Tom O'Connor for Assistant Director: Jane; second: Rocco; unanimous.

Tricia thanked Donna for all the time and effort she has put into filling this role.

7. Senior Library Tech position
   Rachel offered the role to two candidates, both of whom have declined the role. The job has been reposted for another two weeks; she will review new applications January 20. Melissa and Katie are doing a great job holding down the fort; adult techs are also covering lunches and breaks; however the number of programs the junior room can offer is limited.

8. "Major Issues Facing Our Library": Safety/Security poll results
   The Trustees worked through this additional section of the document, marking issues as done/pending/future. The Trustees will review the Funding and Policies sections in March.

9. Invitation to Town Boards
   Tricia would like to invite the Bi-Board to the Library. Rocco thought an open house to introduce the new Director and Assistant Director would be nice; other boards and state officials could be included. Sue suggested an event in the spring. Rocco asked whether the event should be held during opening hours? Tricia asked the Trustees to bring ideas to discuss next month.

10. New/Other Business
    Jessi asked about filling Kathryn's seat. Tricia said the Trustees could ask the Select Board to approve a nominee.
    Rocco shared that after 30 years as a Trustee, he will not run for reelection this spring.
    Tricia proposed disbanding the subcommittees as most of the work has been accomplished and outstanding issues can be managed by the whole board. The board can vote next month.
    Rachel shared that Katie would like to request funding for an AED for the junior room. The library has an AED with pediatric attachments, but a dedicated pediatric device for the junior room would save valuable time. Devices cost $1700-$3000; Rachel will have an estimate next month.
    Katie would also like to host a Trustees story time during February vacation; Trustees should let Katie know if they're interested in participating.

11. Next Meeting: Monday, February 13, 2023

12. Adjournment
    Motion to adjourn, 8:23: Rocco; second: Sue; unanimous