LIBRARY TRUSTEE MINUTES

Monday, August 14, 2017

Attendance: Kevin Carleton, Carol Sullivan-Hanley, Chris Mirarchi, Elizabeth Holthaus, Karen Canfield and Jessi Finnie

# The meeting was called to order at 7:06pm,

Approval of Minutes: The minutes for May 8th and June 20th were approved.

Public questions and/or comments: No one present

Correspondence: None

Foundation update:

1. The Gala was a great success. As of June 30th, Les Ball will be finishing up his term and Virginia Ayers will be stepping into the roll.

Director’s Reports

1. Jessi reported that the “ribbon cutting” ceremony for the Library was a great success.

She thanked Karen Canfield for her efforts to assure the day’s success.

1. The circulation statistics have increased significantly with 22% for adults, 60% for YA and 60% for children.
2. There is an opening for one full-time Library Technician. Resumes have been collected and interviews are happening. There are many well-qualified candidates.
3. Jessi is hopeful that funds may be allotted for a Library substitute. To date, staff cover for each other if there is an absence. This is not an ideal situation.
4. An alarm protocol was developed. If the alarm goes off the Scituate Police check it and deem it safe; the Library Director is allowed to let the alarm silence. There has also been communication with the Alarm Company to decrease the false alarms.
5. The permanent donor signage is continuing to be explored by the Foundation.

Building Project Update

1. There have been continuing problems with he air conditioning in the Community Room.

The PBC has been informed and hopefully a solution will be available by the next meeting, August 15, 2017.

1. The front entry becomes very slippery and there is a need for possible sandblasting and/or an additive or finish to assure safety of patrons and staff.
2. The landscaping (or lack thereof) has registered many complaints. Plants have not been watered or cared for and the mowing will now become a DPW responsibility. Again, this concern will be a topic for the upcoming PBC meeting.
3. The abutter’s lighting issues continue. To date, there is hope that some of the remaining contingency funding may be used to purchase dimmer bulbs.
4. The elevator call button continues to be pressed inadvertently. Recommendations were shared.
5. The MLBC met on July 27th. New grantees welcomed the opportunity to discuss the process with seasoned participants. Jessi and Karen represented the SPL.

Miscellaneous: The following item are on the Library Wish List:

1. A bulletin board for patrons.
2. A bulletin board for Library announcements.
3. Heavy duty cleaning equipment for the maintenance staff.
4. Mobile shelving to accommodate large and oversized art and photography books.

General Library News

1. The Policy Subcommittee needs to establish a date to discuss and review the last two policies: tutoring and unattended children.
2. Senior Center Feasibility Study results were discussed.
3. The teen position was filled. Kate Jasinski has started and a welcoming henna party will occur on August 17th.
4. When the new full-time Library Technician is hired, employee Kelly Stein will move from full-time to part-time.
5. The possibility of Sunday hours is now a union discussion.
6. Veteran’s Day falls on a Saturday this year mandating that the Library be closed.

Incident Reports:

1. A bike accident occurred on Branch Street on June 30th; bandages and comfort were provided by the staff
2. On July 24th, a Friends volunteer needed the assistance of EMS.
3. On July 24th, a patron fell at the entrance.
4. On July 25th, there was an alarm issue at 9:05pm.

Adjournment: 9:05pm.