# Scituate Town Library Board of Trustees Meeting Minutes

# Thursday, October 11, 2018

# 7:00 PM

# Scituate Town Library – Large Conference Room

Attendance: Chris Mirarchi, Kevin Carleton, Elizabeth Holthaus, Pat Murphy, Sheila Kukstis and Jessi Finnie. Ginny Ayers attended on behalf of the Scituate Library Foundation.

The Meeting was called to order at 7:03

* Approval of minutes - The minutes for September 10, 2018 were approved.
* Public Questions and Comments – none
* Correspondence -none
* Foundation update
  + MOAs (VOTE)- none
  + Library Mini-Golf- Very successful event; over 300 people came in to the event. Many young families, grandparents and adults with adult children attended.
  + Ginny Ayers announced that Les Ball from the SLF was sworn in on the Board of Library Commissioners.
  + Ginny Ayers asked the trustees to consider an event on October 28th. This would be a wine and cheese event that would be privately hosted during a time when the library is closed. There was discussion about this request. Jessi spoke about the need to request funding for the custodial services for the evening. Kevin Carleton asked about insurance. Ginny Ayers commented that she spoke to the town about this and that this would be covered through existing policies. This event was voted four in favor and one opposed.
  + Jessi asked if Les Ball has asked the MBLC about his role on the Foundation. Ethics laws govern this role.
* Director's report
  + - Building project updates.
      * Ongoing issues
        + Sidewalk/ADA- buzzer entry numbers have been difficult to get. Jessi thinks this may be a spring project at this point
        + Exterior lighting dimmers- neighbors have a problem with the lights coming in their windows. The only lights that stay on night are in the middle. Dimmer switchers will be installed. Understanding how the manufacturer set it up is challenging to understand. Jessi is trying to figure out whether to go back to the manufacturer or explore other options.
    - General library news
      * School Committee Meeting 10/1- Jessi, Carol and Sheila attended. Jessi made a statement on behalf of the library in response to the removal of a book from the curriculum. Jessi had communicated before this meeting with the assistant superintendent and English Curriculum Coordinator. Jessi’s statement was to encourage a policy be established to review curriculum/ book decisions. There is a form for consideration of a book removal request in place at the library. If this were submitted it would come before the Trustees. Jessi did submit the item before the Scituate School Committee as a challenge to the American Library Associations’ Office for Intellectual Freedom.
      * West Cork tour of Library, 9/24- The West Cork people came for a tour on the 24th.
      * MBTA/Little Free Libraries site visit, 9/17-a good relationship has existed since the One Book/One Train program’s inception with the commuter rail. Friends’ books will be used for the Little Free Library. A Friends’ bookmark will be inserted in each book.
      * Goulding Garden update- A CPC grant application was not able to be completed for funding this year. Jessi will speak with a CPC rep to discuss possible funding. An accessible pathway will be needed. Jessi will speak to the building inspector. Conversations will need to happen with the family to speak about the finances.
      * Book Drop (in progress)- no information yet.
      * Reference Position (PT)—filled. This is mostly to offset position open because of FMLA. This has been filled by Nick Cotoulas. He is working on a project in the History Room.
      * Library Technician Position (PT)—filled – Colleen Snow has been hired to fill this position. She starts on October 22 and will work 20 hours per week.
      * State Aid—submitted. Jessi applies each year for flexibility on materials. This would allow Jessi to meet at 13% of the budget. Salaries and energy costs impact the budget and this allows more flexibility.
      * Strategic Planning—submitted. Jessi received good feedback from the MA Library System. They want to use it as an example. Jessi will present this to the Board of Selectman on November 6th.
      * Digitizing newspapers (continued)- Jessi would like to continue to digitize the newspaper. CPS and some library funds were used to do the great amount of this already. Jessi is going to see the CPC on Monday to update them on the progress Each year the Mariner is sent out to be microfilmed. Jessi would like to catch up the digitizing to what has been microfilmed. There are thirty-six reels – this would cover everything up to when the paper became the Mariner. Jessi will be taking money out of state aid for these 36 reels. Jessi noted that the budget report does not seem to reflect accurately in some transfers of state aid and gifts and donations. There should be about $100,000 but it appears that there is more than $60,000. It may be the way the report is being run.
      * Jessi would like to postpone the volunteer event originally scheduled for November and reschedule in the spring.

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* Incident Reports
  + Elevator, 10/3- A child in the elevator standing at the door wedged his fingers in the door and got his finger caught. He was given an ice pack and an incident report was made out. It does not appear that this was a malfunction.
  + Today a staff member was doing outreach at a school and another staff member mentioned that the staff member was doing outreach to a visitor at the library who inquired. This person then went to find the library staff at the school. The person was escorted off the school property and was given a no trespass.
* Next meeting date—November 15, 2018
* Adjourn – The meeting was adjourned at 8:16