LIBRARY TRUSTEE MINUTES

Monday, November 13, 2017

Attendance: Kevin Carleton, Carol Sullivan-Hanley, Chris Mirarchi, Karen Canfield, Sheila Kukstis,

Elizabeth Holthaus, Nancy Verseckes and Jessi Finnie

# The meeting was called to order at 7:05pm

Approval of Minutes: The delayed until the closure of public questions and comments.

Public questions and/or comments: Patron, Tracey Kelly shared her concerns regarding the location of the outdoor book drop. She feels that the present location is not safe and she is bothered that it takes up a prime handicap parking location. After conversations with Jessi and a letter addressed to the Trustees, it was recommended that she come to a meeting. We will take her concerns under advisement and inform members of the PBC.

Foundation update: There was an explanation as to how fundraising will continue until the end of the Capital Campaign with an emphasis on thank you letters to those who have contributed. A new software program called “Kindful” provides information about outstanding pledges. The new permanent signs have been placed throughout the Library. Toll Brothers may be approached to provide the Foundation with a donation if their housing plans are approved and built. The Foundation looks forward to sponsoring a “Family Event” in the spring.

The entire Board of Trustees unanimously voted for Nancy Verseckes to become our replacement trustee pending the approval of the Scituate Board of Selectmen.

Director’s Reports

1. After a recent power outage, it is highly recommended that the Library acquire a generator. The SFD chief wants the Library to be recognized as a warming station with a FEMA connection.
2. Panic buttons should be present in the Library in the case of an emergency. A contract is in place for the public schools and will be investigated for the Library.
3. Mobile shelving units have been ordered.
4. Walk-off mats have been approved and additional sandblasting will occur in the foyers to prevent slipping accidents.
5. Additional cleaning equipment to assure the maintenance of the building has been approved.
6. After several chairs have split, the company is replacing all twenty-four.

Building Project Update

1. A solution is still being sought regarding the architect firm, Ouden Ellos and the electrical contractor regarding the unbearable noise of the HVAC system.
2. The front foyer will be sandblasted as a means of reducing the slippery surface.
3. The lights in Children’s Room have been coning on in the middle of the night. It has been recommended that the sensors are checked.
4. IT assistance from the Town’s Audio-Visual Department is being sought to aid and assist with Library issues.

General Library News

1. The position for a full-time technician has been listed.
2. A Disaster and Preparedness Committee is being developed. With it, a new snow closing policy will occur.
3. A Long Range Planning meeting will occur at the staff meeting on December 13th. The Library will be closed to the public.
4. Special Town Meeting will occur on November 14th.

Incident Reports

1. A power outage occurred on October 30th and 31st.

There is the recommendation that the new Town Administrator be invited to attend our February 12, 2018 meeting.

Adjournment 8:40pm