LIBRARY TRUSTEE MINUTES

Monday, January 9, 2017

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

# The meeting was called to order at 7:35pm

Approval of Minutes: The minutes for December 2016 were approved.

Public questions and/or comments: No one present

Correspondence: None

Foundation update:

1. The Trustees reviewed three MOAs (Memorandums of Understanding) and approved them unanimously. The fourth was a generous donation from the Scituate Historical Society to the Library’s History Room. There is a lack of clarity regarding the language used in the signage of this room, and the Scituate Historical Society will be questioned before the MOA is voted upon.

Director’s Reports

Updates on 44 Jericho Road

1. None at this time.

Building Project Update

1. There is slight adjustment in building completion due the availability of sub-contractors.
2. The architect is continuing to finalize the design of the Children’s Room desk contract. A more simple and space-saving design is being encouraged.
3. The final edits for the contractor’s portion of Library signage have been submitted to APCO. A quote will be forthcoming.
4. Jessi is working with OCLN to assure IT needs are met for the new building.
5. The company, Flight Alarm was awarded the contract for security. Their work has begun.
6. The wiring is in place for SCTV needs. A virtual tour of the new building will be conducted and showcased for Scituate residents.
7. Many “gifts” have been coming into the Library. A brief discussion with family members discussing their priorities will occur.
8. To date, the allowance of Toddler furniture and emergent literacy materials has not been approved by the Town Administrator. Feeling strongly, that our youngest patrons and our new “state of the art” Children’s Room deserves such purchases, a letter will be drafted encouraging that the funds be generated through the “gift budget”.

General Library News

1. The Policy Committee completed their task of policy review and rewrite as needed. The Committee will meet one more time to review the process.
2. The first meeting of the LSTA Steering Committee occurred on November 29th. Two subsequent subcommittees were formed to address Programing and Marketing/Communications. Toni Snee will be representing the Library and working with the MBTA to outline their role.
3. A job description will be forthcoming and advertised in February, regarding the Teen Position.
4. The Trustees have voted to meet at 7:00pm instead of 7:30pm for future meetings.

Incident reports: none

Adjournment 8:59 pm