# Library Trustee Minutes

# Monday, September 10, 2018

# 7:00 PM

# Scituate Town Library – Large Conference Room

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

The Meeting was called to order at 7:00 pm.

Approval of Minutes: The minutes for August 20 2018 were approved.

* Public Questions and Comments
  + Debbie Cook from Cohasset brought in a sample and information about Biochar. This is a product that supports strong plant growth. Ms. Cook stated that she has been researching this for a number of years. She stated that this is a man-made substance created over 6000 years ago in the Amazon. She has slides about Biochar and sells bags for $5.00. She stated that she is not here to sell this but wants to do a lecture in the library. The Trustees expressed that they would like to review and, if needed, draft policy that addresses using library space for an event that could potentially include a product for sale. Policy Subcommittee will review current policies and will draft a policy tthat addresses this, if needed.
  + Visitor Louise Pfund who was a member of the Strategic Planning Committee was present
* Correspondence- No correspondence
* Foundation update
  + Good response to Mini-golf. It will include 18 holes. Foundation is geering up to start planning for an “End of Campaign” gala. The end of the camplaign is set for June 30. The gala would include an author. The Foundation set up a thermomenter to guage progress. Questions arose as to whether this has been posted through the school department’s virtual backpack communications’ tool Peachjar.
  + The Foundation is hopeful to send out year end letters.
  + No MOA’s to sign this evening.
* Director's report
  + - Building project updates
      * Ongoing issues-
        + Sidewalk/ADA- Went in front of Board of Selectman, the design is in place. The plan to notify library staff that someone is at the lower level was signage. BOS was not comfortable with that so a camera and buzzer will be installed. Changes to the door will need to be made. Pricing will be worked on. Next meeting will be on September 25th.
        + Jessi will be going before the Board of Selectman (perhaps) on the 18th to present the Strategic Plan.
      * Miscellaneous
    - General library news
      * Book Drop-Jessi discussed this with Facilities Director Kevin Kelly. There does not seem to be a better site for the Book Drop that does not have inherent problems with any other site.
      * Reference Position (PT)- advertising for a part-time temporary reference position. Jessi will be interviewing for this position. 19 hours professional staff to cover shifts that others are not able to cover.
      * Library Technician Position (PT)- advertising for this position as Cindy Peterson is retiring. Applications are coming in; hopefully this will be filled by the beginning of November.
      * Increase of hours, Library Technician – money had been set aside for subs but these funds were not able to be used. Instead Jessi would like to add five hours to a shift for one library position to go from 25-30 hours. A staff member will go from 25-30 hours.
      * Art display, Commission on Disabilities- COD wants to partner with library.
      * Volunteer Appreciation Event, 11/10- Jessi would like to plan a volunteer appreciation event. Jessi will be using the gift account to do this and have it catered to recognize these volunteers.
      * Incident Reports- None
    - **Strategic Planning—DISCUSS & VOTE**
      * Jessi tried to incorporate all suggested edits- font, titles, etc. Suggested edits/change still to be made:
        + Flip the the columns “Hours Open Per Week” and “FTE”on the chart on p.16
        + Alphabetize the Community Planning Committee names on p.2
        + Give a brief introduction to the Strategic Plan including a methodology
        + Add Foundation information with amount of funding raised
        + Change language in paragraph 2 to remove the words “of growth”
        + Add an introduction to the “Goals and Objectives” on p.17
        + Add an index at the start
        + Discussion of the order of goals and the verbiage in the goals
        + Add accountability statement that addresses how/how often this will happen
        + Remove “in which” on p. 16
        + Change the verbs in Goals I and IV, if possible
    - Move to adopt the Strategic Plan as amended- voted and approved.
* Next meeting date—October 11, 2018
* Adjourn at 8:17