# Scituate Town Library Board of Trustees’ Meeting Minutes

# Monday, December 10, 2018

# 7:00 PM

# Scituate Town Library – Large Conference Room

Attendance: Chris Mirarchi, Kevin Carleton, Elizabeth Holthaus, Pat Murphy, Carol Sullivan-Hanley, Sheila Kukstis and Jessi Finnie. Les Ball attended on behalf of the Massachusetts Board of Library Commissioners.

The Meeting was called to order at 7:00

* Approval of minutes- The minutes for November 15th were approved.
* Public Questions and Comments - None
* Correspondence -None
* MBLC Update (Les Ball, Library Commissioner) Les stated that he wanted to come and say hello and inform us that he is on the building and resource subcommittes. He wanted to review a couple of things going on. He first reviewed the goals of the MLBC.
  + Les points out the Trustee Handbook and informs that this is available for download on the MLBC. This is a copy that has been just released. Jessi says that she will leave a copy on the trustee shelf.
  + There are three items on the legislative agenda that Les asks for support from trustees to the legislators by email. He passed out a flier with this information with the line items.
  + Les points out that there are materials that are available and that he will try to keep us up to date.
  + Les mentions that summer reading programs are available.
* Foundation update
  + MOAs (VOTE)- None
* Director's report
  + - Building project updates- There are no updates on the two issues below. Jessi was able to get the security company but needs the architect’s input.
      * Ongoing issues
        + Sidewalk/ADA
        + Exterior lighting dimmers- still waiting for a long-term resolution. The spotlights have been dimmed down but this still needs to be worked on.
      * Miscellaneous
        + Library generator went before the BOS on November- the BOS would like firm estimates and would like an estimate as well on the use of the library as a warming station for the whole town as opposed to just emergency health and safety with light and heat. The manning of the library in case of the library’s use as an emergency site still needs to be addressed.
        + Security assessment- about $20,000 worth of equipment was suggested. It was not approved but it is pending the chief coming in to meet and review.
    - General library news
      * FY20 Budget- Jessi met with the Town Administrator (TA) about the FY20 budget. She will be meeting with the TA in the next day or two. Jessi has worked hard to get a realistic budget, especially with the increase in the cost of maintenance of the building. Jessi meets with BOS next Tuesday and with Advisory on January 3rd.
      * Reminder: Staff Development Day, 12/12 – Three different speakers will come in to speak. November minutes reflect the three speakers’ topics.
      * Self-Check, Self-Pickup- Jessi checks in to ask if any trustees have tried it out. Kevin Carleton has used it and reports that it is very easy. Kevin says that he does miss the interaction with the staff. Jessi reports that it is a nice option to have. There is also an app that patrons can use as well. The app is called OCLN meescan. Not a great number of people have used it yet but Jessi is confident that this will increase. Self-serve holds will start next Monday.
      * Library of Things- The staff is looking into starting to purchase items for the Library of Things. Hopefully this will all be ready in February.
      * Meeting Room Policy—Proposed changes. Jessi will review suggested changes. The trustees will then review for the next month and vote in January. Jessi spoke to some staff. Jessi will then review the suggested edits/changes for trustee consideration.
      * Strategic Plan “Action Update”, submitted 11/30, reviewed and accepted 12/3
      * LSTA Letter of Intent submitted 12/3- Civic Engagement Grant will be submitted. Jessi will share with the Trustees when this is completed. There are a few topics for the grant under review. Jessi is going to a grant planning session in January or February.
      * Art subcommittee- Jessi would like the Trustees approval and she would like to reach out to the community for volunteers. The subcommittee would consider the donations of art that have been offered.
      * Patron Behavior Policy, review- staff is starting to look at the policies from the lens of now being in the space for 1½ years. Review in January for voting in February. Study Room review in February and vote in March.
    - New business
      * Incident Reports
        + None at this time
    - Next meeting date—January 14, 2019
    - Adjourn at 8:23