# Scituate Town Library Board of Trustees’ Meeting

# Monday, January 14, 2019

# 7:00 PM

# Scituate Town Library – Large Conference Room

Attendance: Kevin Carleton, Elizabeth Holthaus, Pat Murphy, Carol Sullivan-Hanley, Sheila Kukstis and Jessi Finnie.

Meeting called to order at 7:00 pm

* Approval of minutes- December minutes approved
* Public Questions and Comments - none
* Correspondence -none
* Foundation update – No Foundation representative
  + MOAs (VOTE)-none
* Director's report
  + - Building project updates
      * Ongoing issues
        + Sidewalk/ADA- Meeting with BCM the company that handles the cameras. They came out to give a potential quote. A solution with the architect has been mapped out and BCM will get back with a quote. Jessi feels that they will exceed the amount requested for the ADA sidewalk along with this camera system. It will then go to PBC to be voted on. Jessi requested and PBC agreed that she and Elizabeth will only go back to PBC when they have information to present. The generator quote will be put before the selectman. This money comes from project funds.

BOS had a second meeting on January but opted not to vote with the two options presented for the generator. Jessi is not involved in the full extent of the generator discussions but expects that she will have the opportunity to weigh in at some point. One of the options is a full building generator and Jessi feels that this installation may be very disruptive to the operation of the library. Kevin asks that the trustees have more information about this moving forward.

* + - General library news
      * FY20 Budget—Selectmen and Advisory Meetings (12/18/18 & 1/3/19)
        + Jessi has met with BOS and Advisory. No major issues with the budget. Jessi did request another position; this was not granted but this was not a surprise.
      * Self-Check, Self-Pickup
        + Both are here and going really well. Meescan is very user friendly. A couple of minor complaints about functionality and Jessi has been in touch with the company. Only negative comments have been concerns that with these new systems, will staff positions be at risk.
      * Library of Things
        + Hoping to roll out the Library of Things at the beginning of March. First order of 12-15 items is ready to be placed. Discussion re: use of the items such as Cricut machine. Thinking also about fishing poles, snowshoes, and STEM related materials,VHS to DVD converter, etc. There is a committee of people reviewing the potential purchases. There will be a petting zoo in March as well.
      * Meeting Room Policy—Proposed changes (VOTE)
        + Discussion took place about the proposed changes to this policy. The policy was reviewed line by line with the proposed changes. The policy was voted and approved.
      * LSTA Grant (MBLC Mtg., 1/9)
        + Jessi is applying for the Civic Engagement grant and is still thinking through this grant application. Draft due is February 21 and the final due April 9th.
      * Art subcommittee
        + Jessi thinks that this may need more discussion. She would like to draft a description and discuss at next meeting.
      * Patron Behavior Policy—Proposed changes
        + Jessi requests that this be tabled until March. It has come to her attention that there are Grade 6 and 7t students who are here at the library and picked up w/o a parent coming in. Jessi wants to think about 11 and 12 year olds getting a signed permission form and not necessarily a parent present to sign off for a library card.
      * State Aid—New shelving & capital purchases
        + Jessi wants the BOT to know that she does not necessarily inform the BOT of most uses of state aid; there are some bigger expenses she would like the BOT to discuss. One is shelving that she has a quote for now. Most shelving from Jericho was not able to be reused. Now she has a quote for new shelving for storage spaces.
        + Secondly, when the TA put forth his budget, Jessi put in some capital items and many of these were removed from the line. Jessi would like to use state aid for this- these are IT related items.
        + Total state aid is $18,000-$19,000 per year. Jessi believes the total amount in revolving is around $90,000.
      * MBLC State Aid Advisory Committee & MLA Intellectual Freedom/Social Responsibility Committee
        + Jessi was asked to serve on this MBLC State Aid Advisory Committee. She has served on this committee before and she has volunteered to serve on the MLA Intellectual Freedom/Social Responsibility Committee
      * Miscellaneous
        + The union contracts (TOSCA and AMPS) will go before the BOS at their next meeting. Unions have voted to ratify.
        + The Senior Center has requested dedicated space on the bulletin board. Jessi has said that she needs to think about this a bit. One bulletin board will be used for Library of Things and the Community Bulletin Board may be moved from its current space. Jessi would like to consider carving out a space specifically for Town announcements.
    - New business- none
* Incident Reports
  + None at this time
* Next meeting date—February 11, 2019
* Choose new date for April 2019 meeting. This date (April 8th) currently coincides with Annual Town Meeting. We will meet on April 1 instead.
* Adjourned at 8:21