

LIBRARY TRUSTEE MINUTES

Monday, August 10, 2015

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

The meeting was called to order at 7:30pm

Approval of Minutes: The minutes for July 2015 were approved with minor corrections.

No public questions and/or comments

Foundation update: A fundraising gala is scheduled for November 7, 2015. Donor kits are now available, Groundbreaking will occur on Tuesday, September 1, 2015

Labor Day vote: The Library Trustees present voted unanimously for the Library to be closed on Saturday, September 5th. Thus, the Library was closed on Saturday, Sunday and Monday. This will be revisited when we move to the new space.

Director's Reports

Updates on 44 Jericho Road

- a. The roof at 44 Jericho continues has been patched and caulked until it no longer leaks. There is a plan for the entire roof to be replaced in the fall of 2015
- b. The lighting in the Children's Room is now complete
- c. An attempt to even the floor near the circulation desk is still being sought
- d. An anti-fatigue mat and stools for sitting have been ordered for the circulation desk
- e. Duct work in Jessi's office continues to need adjustment. However, it is cool with the office door open
- f. Wireless network is experiencing a variety of IT issues and a meeting with the Town's IT Director, FTC (OCLN's tech company) and the OCLN Director occurred and it was advised that FTC return to separate the networks. If this does not help, there may be a return to our former Comcast wifi connection

Building Project Update

- a. General contractor bids are in as of July 7, 2015. Castanga Construction is being reviewed
- b. The surplus at 85 Branch Street has been posted in the Scituate Mariner. No viewing occurred; thus remaining items are being removed under the lead of Joe Sullivan
- c. The Town Administrator has assembled a five member subcommittee for interior design of the Library and Public Safety building. They will meet in early September
- d. Groundbreaking is to be on September 1st at 10:00

St. Luke's

- a. There is a plan to schedule custodial services for two visits a week and trash pick-up on Friday. We will also provide bathroom supplies.
- b. There is no way that air conditioning can occur

Library News

- a. Donna Abruzzi finished up after 32 years (!) as a technician. One of the many hats she wore was that of circulation supervisor. That role needs to be clarified and posted as a job description
- b. The clarity of trust funds continues to be a challenging mystery with opaque and nebulous documentation
- c. While investigating the Trusts; it was recognized by former director, Kathy Meeker that previous funds from yearly Polar Express were placed in a Trust account. They are now being transferred to a Gifts account
- d. The Town Accountant wishes to understand the policies further and develop a more concrete directive regarding policies and procedures. The Library Trustees feel that it is imperative that we be involved with the discussion and more importantly the final decision making.
- e. The Fiscal year budget for 2016 now has an acquisitions guide. Currently the budget meets MER for State Aid at 100% which will be adjusted for "flexibility of materials"
- f. ARIS/State Aid reports are currently being completed
- g. Accelerated Reader had a very rough start and there is the desire to have it run more smoothly. Thoughts and ideas for problem solving are being sought.
- h. Jessi travelled to a number of newly renovated libraries to research their interior design and collection placement.
- i. Summer Reading was a great success with 150 children participating. A closing party occurred on August 20th.

Next meeting will be September 15, 2015

Adjourned 9:10 pm