

Trustee Meeting Notes  
December 14, 2015

I. Call to order (7:30) called to order at 7:30

II. Approval of minutes

Minutes approved with spelling correction - delivery changed to deliver and the additional comment about the report of a patron who fell at the library, add "patron fell and refused EMT services"

III. Public Questions and Comments

No public comment or questions

IV. Correspondence

No correspondence this month

V. Foundation update

Foundation discussed that in FY 17 four members will be cycling off the board, Gary, John, Les and Bruce. Discussion of perhaps a slightly smaller board. Jessi encouraged Foundation make a report to BOS and meet with treasurer to start process of MOU

VI. Change to bylaws—Officers (vote) Vice chair position addition . Chris Mirarchi nominated and elected by a unanimous vote

VII. Director's report

A. Updates, 44 Jericho Rd.-

Roof Kevin Kelly hoping to have asphalt shingles done but may delay the flat roof repair. There is a contract but there are still pieces missing, so building permit will be pulled when this is complete. Outside wall has been completed and additional lighting will be added. There has been added interior lighting as well. HVAC issues have been noted and Healthy Air has rerouted existing duct work to make areas warmer. Some wall heating units will be added to help with reducing the risk of frozen pipes. A suggested of additional painting near outside exit to make the entrance exit easier to see was made by Kevin.

B. Other- Small staff improvement requests as suggestions-

- locks for bathrooms that patrons would use. This would ensure that no person could ever be left in the library after closing.
- Discussion about dealing with emergencies in the building- when is it appropriate to call 911?

- Staff needs updated defibrillator and emergency first aid.
- Also it is suggested by Jessi to have an active shooter training while in this building.
- Putting together procedures and policies in preparation for moving to the new building.
- Jessi would like to request having a month for transition time when moving to the new building.

C. Public Building meeting update tomorrow with the public building . Over \$500,000 in change orders all tied to structural issues. Many triggered by the removal of the roof.

D. Interior Design & Subcommittee update- so far so good. There is a small committee working on this. Monica McCullum, Lindsey Desimone , Jackie Carr and Jessi. A look that is somewhat timeless with warmth. Boston Interiors is making the furniture donation. Sometime in January/ February recommendations will be made to Public Building Commission.

E. Signage update- looking at three different companies for signage.

#### VIII. General library news

- Library vacancies- general circulation job may be offered this week. Next position may be a twenty-hour"ish" a week position. Teen position, technology position would be the two full time positions, hired closer to the return to Branch St.
- FY17 Budget- process went well. Funded to the level needed to be certified. Space is getting tight and Jessi will be looking at perhaps more ebook.
- Scituate Reads Together- 50- 60 people checked out the book. The first few events were well attended, the final event was not as successful. Discussion about that it was valuable to get an event like this going and the next time we will learn from how this first one rolled out.
- Action update (complete)- long range strategic plan- the state recommends waiting at least 6 months after into the new building. Jessi did do an update to goals and objectives.

- Staff Development Day, 12/9/15- design of the building update given and staff gave input. Talked about the plans for preparing to go back and the issues with the Jericho Road building

- Miscellaneous updates- none

- Incident Reports (Review reports)

Alarm system (fire) went off on Friday. This was an issue all over town Friday. Went off on Saturday as well. The alarm was silenced after FD gave permission. The issue seems to have been resolved between Saturday and today.

Kevin Carleton reported that Les Ball has asked for the names of former trustees.

- Next meeting date—January 11, 2016

Motion to adjourn at 8:15.