

Scituate Town Library Board of Trustees' Meeting Minutes

December 13, 2021, 6:00 PM

Scituate Town Library – Large Downstairs Meeting Room

Meeting called to order at 6:01 pm

In attendance, roll call taken: Jessi Finnie; Kevin Carleton, Pat Murphy, Carol Sullivan-Hanley, Elizabeth Holthaus, Sheila Kukstis, Chris Mirarchi- trustees; Joe McNally (SLF President) and SLF member Ginny Ayers. Also present is Brian DeFelice, Assistant Library Director and representatives from the Beautification Committee and The Friends.

- Approval of minutes - approved with minor edits
- Beautification Commission - Beautification Commission(BC) described their purpose. The BC gets money from the MBTA transportation funds to take care of the traffic islands near the train station. They also take care of “Adopt a Lots”. They also do projects to help beautify the town. BC does not do weeding or taking care of lots, this would be those who take care of the Adopt a Lots. They presented a proposal that focuses on the lot on the slope of the library and the committee would like to offer their support to work with the plantings on the slope. In this phase, they (Beautification Committee) will pay to remove the knotweed and pay for the mulch. The suggestion is to dig the whole plot up and replace with good mulch. They work with Steve Leach. Their biggest concern is the maintenance of the garden. There was talk about the funding of the landscaping. Jessi did mention that moving forward she will be adding landscaping to her budget in the short-term and the long-term. Jessi suggests it may be a good idea to bring in a landscaper in the spring to address the salvageability of the current plants. BC member states that the problem is not the plants but that the area is filled not just by the original plants but with invasive knotweed and this knotweed needs to be eradicated. Jessi appreciates the BC’s offer but this does not feel like this is a fully formed plan.
 - Proposal will be revisited at January meeting.
- Friends of the Scituate Town Library propose adding a Friends Bookstore sign to the library sign out front. Jessi has some concerns that a sign under the Scituate Library sign may be confusing and suggests that the Friends focus on internal signage. Jessi also would like the Friends to come up with a memorandum of understanding that delineates the two groups (SPL and Friends). It would formalize and memorialize the Friends group relationship with the library. Discussion centered around the size of the sign and the suggestion of adding an ampersand to delineate the library and the Friends Bookstore. One of the members of the Friends asked that the Trustees send a letter regarding our approval for submission to the Select Board. The Trustees urged the Friends to work expeditiously with Jessi to add signage regarding their exact location and hours, including a sign for the lobby.
- Sign- (VOTE) - With revision of ampersand or the word “and”, approved unanimously.
- Scituate Library Foundation

- Update- Not a lot going on. The Foundation had their December meeting . The Foundation added a new Foundation member who came on and fixed the website and the Foundation was able to take advantage of Giving Tuesday.
 - Approved funding OWL device for in house library meetings. The OWL device supports hybrid meetings, with both in-person and remote participants. This was a request from Jessi.
 - Year end thank you's are going out. There is one open position on the Foundation.
 - Thoreau's Way has been at a standstill as it goes through the bidding process. First the Foundation needs someone with bidding experience to write up the bidding documents. A volunteer has been found to help the Foundation guide them through.
- Director's report
 - Building Update
 - MIAA Grant Award, \$4K for gutters
 - Storage area
 - Electrical Room
 - Technology Upgrades (exploratory)- There have been some struggles with technology lately as equipment is outdated. Jessi and Brian are exploring updating all the library computers at one time. Twenty patron computers need to be replaced. Jessi is considering downsizing the number of computers in the Children's and Teens' Rooms. It is challenging to get IT staff to help support. The other option is to have a company that provides the equipment and also provide the maintenance. Jessi would like to use the State Aid for this. There is also capital money that could be used. There would be 10-12 computers.
 - Gender neutral bathrooms (update)- Two are in the conference suite. There are two issues with this. The library had asked that the bathrooms be locked and patrons request the key. After discussion there was a suggestion to have an audible bell when the door is opened and also adding a security camera in the suite. The Selectboard will decide if they want to move forward with this recommendation.
 - General Library News
 - FY22 Action Plan Update (approved 12/2)
 - State Aid FY22
 - Staffing
 - Full-time Library Technician (filled)
 - Senior Library Technician for Teens (filled)- Noelle Micarelli joined the library staff.
 - Children's Librarian Kate Jasinski resigned this position and rejoined her position in the Teens' Room.
 - Part-Time Library Technician for Children's (open)

- Ongoing training
- Programs
 - Children's/Teens
 - Adults
 - Hygge (Feb)
- FY23 Budget Meetings
 - Review Town Administrator recommendations for FY23 Budget- The TA is not recommending any new library staff member. All other increases were authorized. Jessi reviewed these increases.
 - Advisory, 12/16
 - Selectboard, 12/21
- Acts of Inclusivity
 - Jessi had a good meeting with Jamele Adams, SPS DEI Director, to discuss future plans with LITPAG
- Contract negotiations (TOSCA, AMPs)
- Additional databases
- Thoreau's Waye Project update- see also Foundation report.
- Miscellaneous - Letter came from John Scappeletti thanking for a donation of books, "Rising".
- Incident Reports
 - Fire alarm went off on the day of the fire pump testing. A back up pump has been installed with its own generator. This test is once a year and has an impact on the water in the system. The alarm was tripped as a result of this. The staff evacuated patrons quickly and well.
 - Other- a disruptive patron incident. This was directly related to the technology with a patron who is a frequent patron. The incident was around printing and that the printing material had to be emailed to the front desk to be printed. The patron approached Jessi and it became heated and Jessi had to move behind the desk as she was frightened and felt unsafe. This person sits on a town board.
- Next meeting date: January 10, 2022, 6 p.m.
- Reminder: Library closed Friday, December 24th and Saturday, December 25th. Open on Sunday, 12/26, 1:30-5. Library closed Friday, December 31st, Saturday, January 1st. Open on Sunday, 1/2/22, 1:30-5.
- Adjourn - 8:09