

Scituate Town Library Board of Trustees' Meeting Minutes
February 13,2023
Scituate Town Library - Hybrid Meeting
TOWN OF SCITUATE, MA COMMITMENT STATEMENT TO DIVERSITY, EQUITY,AND
INCLUSION

The Library Board of Trustees is committed to providing an environment of respect during meetings. We ask all members to interact in a polite manner even when there is a disagreement. We value the participation of our community and want all participants , including marginalized and minoritized communities, to feel welcome and respected. We ask our committee members, and all who participate, to commit to these standards to support and respect our community.

In attendance: Trustees-Kevin Carleton, Elizabeth Holthaus (remote), Sheila Kukstis, Chris Mirarchi, Pat Murphy(remote), Carol Sullivan-Hanley.

Director - Jessi Finnie.

Library Foundation - Joe McNally(remote).

APPROVAL OF MINUTES:

Motion to approve minutes by CSH and seconded by CM. Minutes were unanimously approved.

SCITUATE LIBRARY FOUNDATION:

There are 3-4 memorandum of agreements (signage for shelves) that KC needs to sign off on. As a follow-up to brainstorm session done in November the SLF is organizing an innovation fund that will include four main pillars: Children's Room, STEM,Technology, and Support. The Foundation is looking for long term donors (3-5 year commitment) to support the fund.

To further the marketing campaign of the SLF a town wide letter will be sent out in April during National Library Week.

A formal "kick-off" to celebrate the completion of Thoreau's Way will be held in June or July. It was noted that Thoreau's birthday is in July.

FRIENDS OF SCITUATE TOWN LIBRARY;

To get more people into the bookstore the Friends will be holding targeted sales. The first sale will focus on gardening books. They will use social media to publicize these sales. The Friends look to do more community outreach through events such as the targeted sales.

A discussion was held about "in memory of" donations to the Friends. Details and refinements of a policy need to be worked on. A conversation among the Friends, SLF and Jessi Finnie will take place to further refine any policy.

CORRESPONDENCE:

A letter was received addressed to Jessi Finnie and the Trustees. It commended Ann Lattinville on her attitude and helpful service in the library. KC will send a follow-up thank you note to the author.

DIRECTOR'S REPORT:

An updated Trustee calendar will be emailed to Trustees.

Building update -

Gas meter - The gas bills have been low and as a result of investigating this it was determined that the gas meter is not big enough for the size of the building. A new meter needs to be installed which will accommodate the building and the new generator which will be installed. Colleen Snow who manages the bills will be attentive to future bills to insure we are not being overcharged.

Thoreau's Way - Jessi will do a final walk through with the architect. More planting will be done in the Spring. Final bill from the engineering firm came in and the project is still under budget. Any unused funds will likely be returned to the CPC.

Plexiglass - Still waiting for facilities to complete this project.

Children's Play/SLF Project - Jessi will meet with a few members of SLF regarding 2 vendor quotes. More info will likely be presented at the April Trustees meeting.

Signage - Some questions remain as to whether signage on the lower level should be wall mounted or hanging.

Office - Ordering 2 new desks for the staff room.

General Library News -

Safety Audit - In light of recent nationwide events the library is reviewing its policies and procedures regarding events that may pose safety concerns. Discussions have been held with staff as to how to proceed with an emphasis on staying calm and polite and, if given the opportunity, to highlight the library as an asset to the community. A staff member need only to give their name and position and then may call for a Supervisor's assistance. Discussion will be held regarding patron privacy while using computers. It is noted that the policy in place for a material challenge is controlled and good. Good conversations were held with the police, TA and Town Counsel regarding physical protests.

Summer Reading - Kickoff will be 6/28 for kids and 6/29 for teens. The program for kids will feature a magician and snow cones and the teen program will include a golf game and pizza. Plans are in the works for the concert series which begins in July.

Strategic Planning - Deadline is October, 2024. A community survey will take place this summer with community meetings planned in the fall to help with the planning. Committee members will be recruited to help plan as well.

SPS SPED - Will help develop PECS board and sensory kits for the library. Jessi noted that the library has a very good working partnership with the SPS SPED.

SEA Projects - The \$10,000 donation from SEA will help the Children's and YA collections.

Updates from OCLN - A new firewall was installed courtesy of OCLN with hopes that it will reduce outages and improve troubleshooting.

Scituate Library and 10 other libraries will invest in Library IQ. The cost is \$3400/year. It entails a 2 year commitment but if after 2 years it is determined that it is not a worthwhile investment then it can be canceled. Jessi emphasized that this will be a valuable tool for strategic planning since it will give important data and sophisticated reports. It will incorporate data from all services of the library.

QPR Training - (Question Persuade Refer) This was a brief but excellent overview of how to approach and assist someone in crisis. A community wide training session will be held on 3/2.

Staffing - Interviews are now taking place for a 30 hour PT Circulation Technician. A full time circulation technician position was posted last week.

MISCELLANEOUS:

LIT - The meeting On 2/7 focused on food insecurity and ways to erase the stigma of it. Participants included members of the food staff of SPS, the Human resources Director, and members of the Scituate clergy and Scituate school department.

School Vacation Programs - Lots of programs going on for both younger children and teens.
Annual Report - due on 2/24.

Incident Reports - On 1/11 a staff member noticed a baby left by the bike rack and notified police. As it turned out the caregiver was on the phone by the front door. Also on 1/11 2 children, ages 2 and 4, ran in front of their mother and ran into the elevator. The doors closed and the mother and staff were unable to open the elevator. The fire department arrived and got the children out. It is unsure what caused the door to close and not open.

On 1/21 a patron was rude to a staff member. The patron wanted to drop off several boxes to donate to the Friends but was unable to since the Friends bookstore was not open.

On 1/25 a child fell off a chair in the children's room..

Motion to adjourn meeting by CM and seconded by CSH passed unanimously and meeting adjourned at 7:29

Next meeting date is Monday, March 13 6:30 PM (Hybrid)