

# LIBRARY TRUSTEE MINUTES

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*Monday, July 8, 2019*

Attendance: Kevin Carleton, Carol Sullivan-Hanley, Chris Mirarchi, Pat Murphy, Elizabeth Holthaus and Jessi Finnie

## **The meeting was called to order at 7:02pm**

Approval of Minutes: The minutes for June 10, 2019 will be removed at our next meeting, September 9, 2019.

A discussion and vote on Board Reorganization was postponed until all members are present.

A tentative plan for the Trustee Meeting Schedule was reviewed, but not finalized until some dates are checked and all members of BOT are present.

Public Questions and Comments: none at this time.

Foundation update: No representative was present.

### Director's Reports

#### Building Project Update

- a. The PBC discussed delays in the ADA sidewalk adjustments, but no action was taken.
- b. There is a recommendation to the Public Building Commission and the Facilities Director to wait until the close of the summer music concerts (mid-August) to begin sidewalk construction. There is, however, the hope that a camera and speaking system be installed at the lower door, by summer's end.
- c. New trees were installed with the hope of filling in quickly.

### General Library News

- a. Flag Pole: No update at this time.
- b. SEF Grants: The Library received two SEF Grants for FY 20.
- c. Piano Donation: Still awaiting information from the donor.
- d. Summer Reading Kick-Off on July 10<sup>th</sup>. Fun activities and the first summer concert led to an evening of fun and enjoyment for children and families.

- e. EOY FY19 ended smoothly and Toni Snee was credited in aiding this process. There is an effort to move some Library maintenance charges over to Facilities. Both Nancy Holt and Kevin Kelly are working to assure this.
- f. NSRWA There is an “art raffle” that we voted for affirmatively.
- g. SLF Plaque: We supported the proposal to honor the work of the Scituate Library Foundation.
- h. Exterior Sign: A new outdoor sign has been ordered. Facilities placed and paid for the order.
- i. A CORSE intern, Michael Marcella will be working in the History Room for two days a week. He will be present for 2-3 hour shifts.
- j. The Library Catalog will change becoming more comprehensive, detail focused and thorough.
- k. The use of State Aid funds will allow the opportunity for additional hours during tight times.

#### Miscellaneous

ARIS report is due August 16<sup>th</sup>

State Aid report is due on September 4<sup>th</sup>

Mike Mincello is the new IT Director

#### Incident Reports

- a. On June 20<sup>th</sup>, a patron fell down the central stairs carrying book donations to the lower level. Scituate Fire Department was contacted and provided service.
- b. On July 1<sup>st</sup>, a car was struck while exiting the driveway on to Branch Street. No injuries occurred.

Adjournment: 8:05pm