

Scituate Town Library Board of Trustees' Meeting

Tuesday, August 9, 2021, 7:00 PM

Scituate Town Library – Large Conference Room

- Meeting opened at 7:05. This is the first in-person meeting since March 2020.
- Approval of minutes- approved
- [Scituate Visitors Center](#) – Sue Di Pesa – Presentation and VOTE- The SVC representative cannot be present tonight and may be present at a meeting in the future
- Scituate Library Foundation- No SLF representative
 - Update- Joe McNally has taken over as President and is transitioning duties with Ginny Ayers
- Director's report
 - Jessi spoke about the School Committee receiving request for Freedom of Information Act. Jessi reminds all members that records of all communication on all modalities can be requested; Jessi cautioned against using cell phones and laptops during meetings because this could appear to involve ex parte communications.
 - Building Updates- Oudens Ellos came in during July. They met with the facilities director. There was some concern with shingle warping. The roofing contractor felt what was noted was normal wear and tear. Other than that, felt the roof is in good condition. Oudens Ellos also looked at the leaking in the building in the two spots- lower level basement and the electrical room. Both are parts of the library that are built into the hill and the feeling is that this is caused by penetration through the conduit that occurred during construction. They will try to identify how this is happening and how it may be resolved.
 - The lighting issue-Jessi is trying to figure out how to troubleshoot why the lights are coming on at random times. When the library switched to LED lighting, the ability to set different settings for different events has been lost.
 - General Library News
 - COVID-19
 - Since reopening June 15th, full service, the library has hit almost pre-pandemic levels for patrons. Part of this reason for a slight drop is probably because of the decrease in programming. Jessi would like to commend the staff on how well they have handled this. All the past services are back- study rooms, use of other rooms, etc. Some community meetings have been cancelled, in person use of the library rooms may have been reduced because groups may continue to meet virtually. Jessi asked the town

manager whether masks could be required just for programming and has been told no and the library is expected to do in-person programming this fall. There was discussion about the resurgence of the virus variant and how to be vigilant with programming of the possible exposure.

- End of FY21
 - Town Budget- Nancy Holt did all the CARES Act reimbursement for the town and she did a great job and kept the library in budget with all the additional items needed for COVID.
 - Collection Budget- This year the digital costs were over \$50,000 for the first time. The cost of hard copy book is pennies per use, the cost of digital is much higher and makes up a large part of the budget.
- Staff departures
 - Senior Library Technician for Technology (resigned 7/17)- Ruth Potter who was here for about 1 1/2 years left to take a new role at Audubon.
 - Assistant Director (retirement, September 15th)- Toni Snee is retiring after 27 years.
 - These are the only other two administrative positions, besides Jessi's position, so it gives an opportunity to think about the job descriptions and whether to update these descriptions.
- Summer Reading Kick-Off- So far about 300 people signed up. The Children's and Teen Rooms have been hopping all summer.
- Summer programming- This has been a tough and wet year for outdoor programming. Some dates have had to be rescheduled. Hopefully programming can continue into October.
- DIG IN provisional award- STL has been awarded a \$9500 grant for native plants and pollinators. Some speakers in the Fall and some speakers in the Spring.
- Meeting Rooms
 - Technology- looking for upgrades to get better audio visual functions in small and large conference rooms.
 - Access-People using the rooms beyond the hours of the library need to be trained to use the hex keys. An upgrade to have key card access is being evaluated. This would allow better control and be much easier for patrons. This is an expensive upgrade.
- End of fine free- Since the beginning of the pandemic the library has been fine-free. It is approaching the end of fine-free. September will introduce fines again. Brockton and Hingham have just gone fine free for good.
- ARIS/State Aid- Jessi is working on the ARIS report and is close to being completed. She will start on the state aid as soon as the ARIS is completed.

- Cape Verdean Independence Day (7/5) in collaboration with Scituate Pride/Scituate Education Foundation, a display and some new materials were purchased. Program was well received and Cape Verdean residents told Jessi that they were so appreciative of having this programming.
 - Passport Days, 9/10, SEF event hosted at STL- Passport Days are typically held for the preschool population as they watch older brothers and sisters go off to school. SEF wants to use the space at the library, which has been approved.
 - Friends Bookstore
 - Signage- Friends want to increase the visibility of the bookstore. Jessi reached out to the vendor who did the signage. They will work to bring out more visibility. They traditionally brought in \$500-\$700 a week. Now The Friends can bring in \$600-800 in the lobby and \$600-\$800 in the book store each week.
 - Meeting with Erica Souris, LICSW, Manager of Social Services, Town of Scituate. Jessi met with her and discussed some of the things that Jessi and the staff may see in the library. The social service manager is a great resource for some of the issues that patrons sometimes present to staff.
 - Meeting with Stefania Gallo, Coastal Resource Officer- Jessi met with her as well. They are working with the STL on the Transforming Communities grant. This is a one-time book discussion group.
 - Meeting with Theresa Delahunt, Educator at South Shore Science Center
- Incident Reports
 - Failed elevator inspection, 6/7- this was due to a sensor issue and has been repaired.
 - Patron fall, 7/27- The patron fell while at a computer and fell off the chair when they pushed back. 911 was not called as the patron did not want 911 called and the fall was a soft fall.
- Next meeting date: September 13, 2021, 7 p.m.
- Adjourn- 8:32.