

Scituate Town Library Board of Trustees' Meeting Minutes

Monday, March 11, 2019

7:00 PM

Scituate Town Library – Large Conference Room

Attendance: Kevin Carleton, Elizabeth Holthaus, Carol Sullivan-Hanley, Sheila Kukstis, Chris Mirarchi and Jessi Finnie. Joseph McNally here to represent the Foundation

Meeting called to order at 7:03

- Approval of minutes- February meeting minutes were approved as amended.
- Public Questions and Comments- Kevin Carleton reported that two people told him that they felt it was difficult to enter the library after dark. One person was annoyed that the library was closed on a Saturday because of snow. Jessi said that she has also received many comments on the lighting issue herself. Kevin has offered to write to Kevin Cafferty on behalf of the trustees to express this concern.
- Correspondence- Jessi received an email from resident Pam Giovannini, former owner of Front Street Bookshop that she is concerned about the self-check out and hold reserve books. Her concern is that privacy may be compromised by the open holds and that there is a loss of interaction. Jessi reports that this a common practice at most libraries and that this is not a mandatory practice; staff will still retrieve items and check-out for patrons. Jessi does think that the system has been well thought through to safeguard privacy. While sensitive to Pam Giovannini's concern, Jessi feels that it is difficult to match up the book to the patron. Jessi did communicate the dates of the trustee meetings if Mrs. Giovannini wished to attend. Jessi reported on another communication about the Lindsay singing group who performed at the library. Susan Pope made her aware that John Sullivan and the Ancient Order of the Hibernians co-funded the performance. It was also reported that the AOH handed out their literature at the performance. There was discussion among the trustees that the funding should not have occurred this way and the protocols should have been followed.
- Foundation update – Joseph McNally here to represent the Foundation. Mr. McNally brought two issues forward. He presented four MOA's. Kevin reminded him that we have to have these in advance so the trustees will review. The trustees will vote on these MOA's next month. Secondly, Mr. McNally said that Les Ball sent the trustees in advance the new naming opportunities and some changes to the naming opportunity list. Jessi points out that because we did not know this was something to be voted on, it was not on the agenda and cannot be voted on this month and will be voted on next month. Questions arose about Les Ball's role as a state commissioner and what his restrictions may be on his role on the Foundation.
- The Gala will take place on June 7th at the Barker Tavern. Steve Kurkjian from the Globe will be the speaker.
- MOA's (VOTE)- MOA's presented will be reviewed and voted on next meeting.
- Director's report
 - Building project updates
 - Ongoing issues
 - Sidewalk/ADA- the pricing is in for the call box (\$12,000) but a final number for the concrete is needed. The earlier amount was an estimate.
 - Exterior lighting dimmers- Things have been going back and forth for a while for a solution. This has been a challenge to balance the need for parking lot lighting and abutters' concerns. Dimmers will not work because of the time clock. Now there is a potential solution to have a dimmer on permanently down to about 30%. This is on the back burner with Kevin Kelley on medical leave. Right now all the parking lot lights go off at 10:00 and all the building and sign lights will stay on. The hope was this ambient light would be enough for the parking lot after 10:00. The SPD drove through and think that this is not enough light for the parking lot. There are a couple of groups that meet at the library until after 10:00. Discussion re: could this be a liability? Discussion also concerned responses to abutters' concerns.
 - Generator – no update
 - Miscellaneous

- General library news
 - Letter to Schools re: FY20 Budget- Jessi and Kevin will work on this on behalf of the trustees.
 - Staff retirement-Ann Zona is retiring the first week of April. Some of her responsibilities will be shifted to other personnel. Jessi will take over the statistics reports that Ann had completed. The modified job description has been sent to the union for approval.
 - Automatic renewals- These are coming soon to the network. Scituate has made the decision to opt all patrons in. If a book is out and it is due it will automatically renew if there is no hold. This is supposed to happen mid-March but Jessi feels that this will be delayed a bit. No renewals on Library of Things, new items, etc. Kevin asks if books taken out from another town's library will be removed. This was unknown.
 - Hot water heater/MIAA- The hot water heater failed on February 12th. It split in five places. Hot water came out of the vents in the basement. It was caught pretty quickly. A claim is being filed. A new system has been installed. MIAA has put the contractor on notice that they will be inspecting the broken water heater. An entire wall and an outlet also needed to be replaced.
 - New firewall (OCLN)- A new firewall was installed.
 - IT Director opening- The Town IT Director has moved on and this may be a challenge until a new person is hired.
 - Quote for window shades-Jessi is working with New Upholstery for new shades in various rooms. Ann Burbine the owner of New Upholstery is giving a quote. If needed, Jessi will get additional quotes.
 - Library of Things- launched last Saturday. Items have already been lent out. Jessi will be modifying the LOT brochure.
 - *Burbio*- Jessi is working to get this off the ground in the next couple of weeks.
 - Legislative Day @ MA State House (3/5/19)- Jessi reports that she, Elizabeth, Ginny Skip and Les attended and saw all three of our legislators that day. They were able to sit and have conversations with the legislators. Jessi felt confident that their voices were heard and she left energized. Jessi and Ginny followed up with another conversation about how to work to increase funding. Another suggestion brought forth was stronger work with the library caucus. Senator O'Connor said that after the "Miles to Read", the feedback generated over 300 people who contacted his office with positive feedback.
 - Patron Behavior Policy—Proposed changes (postpone to April)
 - Miscellaneous
 - Toni to lead April Meeting
 - Closed, 3/2/19
- New business
- Incident Reports
 - Patron fall, 2/19/19- There was a small laceration to the head of a small patron in the Children's Room. All was fine with an ice pack and a band aid. There is some concern about communicating behavioral expectations. A suggestion would be to post the behavioral expectations in the Children's Room.
 - Hot water heater, 2/12/19
 - Defacement , 3/1/19- Someone is removing the tags from the art work in the gallery and replacing them with unkind messages about the artist. This has happened twice.
- Next meeting date—April 1, 2019
 - Need to select new meeting date for May, Special Town Meeting scheduled for original date of 5/13/19; the new date decided for the May meeting is May 6th.
- Adjourn at 8:45 pm.