

Scituate Town Library Board of Trustees' Meeting Minutes

March 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, Sheila Kukstis, Chris Mirarchi, Pat Murphy(remote), Carol Sullivan-Hanley.

Director - Jessi Finnie

Assistant Director - Brian DeFelice (remote)

Library Foundation - Ginny Ayers

APPROVAL OF MINUTES:

With one correction in spelling noted CM motioned to approve minutes and was seconded by SK. Minutes were unanimously approved.

SCITUATE LIBRARY FOUNDATION:

Tax letters were sent out to donors of \$250 and more.

A town wide mailing will be done in April.

Currently finishing up M of A's.

FRIENDS OF SCITUATE TOWN LIBRARY:

Their next meeting is scheduled for March 14.

Nancy Murray Young is on a temporary leave. Elizabeth Holthaus is doing media in her absence.

CORRESPONDENCE:

None.

ASSISTANT DIRECTOR'S REPORT:

The library has received 8 new computers for staff use.

Working on a list of tech issues and hopes to set up a meeting with the IT director to go over items on the list.

DIRECTOR'S REPORT:

Building Update

Gas Meter - Still waiting on gas meter replacement. This will be done after generator is installed. Colleen Snow is managing bills and paying critical attention to amounts billed for gas.

Thoreau's Way - A meeting will be set up with the architect, Northern Oak, the Goulding family and SLF to go over punch list and to plan a ribbon cutting event.

Plexiglass - A design has been approved and now awaiting install.

Children's Play/SLF Project -The budget is in the \$25,000 range. 2 companies presented to Foundation subcommittee. Info will be presented to Trustees at the April meeting.

Signage -Donor signage order submitted. Working on other signage issues.

Office -New desk for office use was ordered and should arrive in April. Working on plans to install power from either the ceiling or floor for the new work space.

General Library News

Robust programming for summer months. The library is seeing 400-500 patrons daily.

Although the public would like to see more programs offered JF noted that to accommodate the programming a significant amount of time is required by staff. This unfortunately takes staff away from their primary library tasks. JF is working on data to illustrate this point and to demonstrate the need for additional staff. No new staff positions have been added since approximately 2007.

Strategic Planning - Currently working on developing a public survey which will be rolled out in June to take advantage of the busy summer season. More info will be presented to the Board in April or May.

SPS SPED - Plans are being finalized for the PECS chart. Intend to submit grant to SEF for funding of the project.

SEA Projects - JF spoke with former President of SEA to review donor plate language for a Teen bookshelf and another in the Children's room.

Staffing

The library is fully staffed. Kristen McDermott was hired as a PT (30 hours) Circulation Technician and Heather Nugent was hired as a FT Circulation technician.

All Scituate library staff will be changing email addresses from @ocln.org to @scituate.ocln.org This change initiated a few years ago by the ocln network addresses the movement of staff members among the various libraries. At this time emails will still be forwarded from old to new email addresses so it will not impact operations.

Kristina Gilberti was asked to serve on the town's DEI Committee.

Miscellaneous

SPS Interviews - JF was asked to serve on the interview committees in search of a Director of Business and Finance for SPS. She enjoyed seeing how another town department handles its interview process.

Legislative Day - This was the first in person event in 4 years. Meeting with Senator O'Connor and Representative Kearney. Besides JF and BDeF Trustee members EH, CM and Mary Lou Butler from the Friends attended.

Rigamajig - SEF is borrowing it for their gala to showcase some of their past grant awards.

The Scituate Arts Association - Has asked to use the art gallery space to hold a reception on the opening night of new exhibits. Questions were raised by Trustees regarding clean up, library staff requirements and what it would generally look like. JF will ask the SAA to have a member come before the Board of Trustees to address these concerns.

Incident Reports -

Feb. 17 - Lights in the library would not turn off. It was necessary to rest the control system.

March 4 - A water main break set off a supervisory alarm. Alarm company was called and Facilities Director was called. No damage.

March 10 - An 11 year old was still at the library at closing time. The child was calling for a ride but the police were alerted to the situation. The child's ride finally arrived.

Motion to adjourn meeting by EH and seconded by CM passed unanimously and meeting adjourned at 7:39

Next meeting date is April 3, 2023, 6:30 PM (Hybrid)