

Scituate Town Library Board of Trustees' Meeting

Monday, May 6, 2019

7:00 PM

Scituate Town Library – Large Conference Room

Attendance: Kevin Carleton, Elizabeth Holthaus, Carol Sullivan-Hanley, Sheila Kukstis, Chris Mirarchi, Pat Murphy and Jessi Phinnie. represented the Friends and Ginny Ayres represented the Library Foundation. Mr. John Sullivan was present to speak on the Sister City Project. Mr. John McLoughlin was present to speak on the crosswalk agenda item.

Meeting called to order at 7:00

- Approval of minutes- April 1 meeting minutes were approved as amended
- Public Questions and Comments
 - Mr. Carleton asked John Sullivan if he wished to wait until further in the agenda to speak on the Sister City Project book collection instead of public comment. Mr. Sullivan agreed.
- Correspondence – Letter from Plymouth Public Library Director
- Friends
 - Corporate Sponsorship for Summer Concert Series- local banks, realtors and insurance companies will be approached. The Friends would appreciate any introductions. A new Friends volunteer will be assisting, his name is Bob Flaherty. This is an inaugural year. The corporate sponsorship initiative was voted by Trustees and endorsed.
- Foundation update
 - MOAs
 - Two MOA's to be voted on- Suzanne and Peter Lincoln, and Mike Cuneo- MOA's voted and approved.
 - Two young men want to memorialize a friend and will be submitting an MOA for the Small Conference Room.
 - Two new people for consideration on the Foundation will be brought forward next month. Tom Esh and Kelly Butterworth.
 - Gala, 6/7- Gala has gone live online. Ginny brought hard copy invitations. \$500, \$1000, \$1500 and \$2500 sponsorships available. Liberty Bay Credit Union is a presenting sponsor. Auction donors are also being solicited.
- Director's report
 - Sister City Project
 - Next steps to highlight Sister City relationships- Jessi speaks about the process for this being on the agenda. Mr. Sullivan asked for this to be on the BOS agenda on April 23 and the BOS deferred to the Trustees. Jessi mentioned that this came before the Trustees previously and sent out the minutes that referred to this agenda item.
 - Mr. John Sullivan states that he is not here not on behalf of the Sister City Project but as a resident of the town. He feels that this initiative has been gaining momentum. He speaks of Irish dignitaries who visited town and a mention of our town in an Irish newspaper. He feels the ties between Ireland. He wants a permanent Irish collection at the library. He refers to the letter from the Plymouth Library Director. He believes that we should take the advice of the Plymouth Library Director. He thinks this collection would be an asset for the library and the town. Funds would come from private donations. Mr. Sullivan feels that the funds would be there. Mrs. Murphy asks if this would be literature. Mr. Sullivan states that he thinks it could be anything the library sees fit. Jessie states that we the library hosts a number of Irish concerts. Carol Sullivan Hanley mentions that she has visited the Plymouth library and it does have an eclectic collection. Questions about where this would be housed. Mr. Sullivan would like a dedicated area. In Plymouth it is

two or so units. Conversation about the former trustee discussions about this issue and the suggestion from the Trustees that we have a Sister City Project that would include the Irish collection but also include other collections from other Sister City. The other comment that was brought forth was that the earlier discussion did not include a permanent but a temporary collection. Jessi speaks about the limited space available and the size difference between Plymouth and Scituate.

Mr. Carleton asked how the Plymouth collection began. Mr. Sullivan answered that it was a benefactress who funded this. There was discussion about where books would be shelved or are the books duplicated? Mr. Carleton asked about what is in the local history room. Many Irish genealogy are housed in the Local History Room. Mr. Carleton says that he does not think that we can duplicate what is in the Plymouth library; there is a space issue. Elizabeth Holthaus asks about the process before the trustees at this time- is this a discussion or a vote? Tonight is a discussion. Discussion also surrounded permanent versus temporary collections.

- Building project updates
 - PBC Meeting 4/30- The architect and OPM were not present but will be at the May 28th meeting. The final numbers on the concrete will be presented then. Then they will go before the BOS on June 4th. A certain amount of money was allotted but did not include the call box, which is recognized as important.
 - Crosswalk/Kearney – Patrick Kearney’s office contacted Jessi because a citizen approached him at town meeting to add this money to the legislative budget. This was taken off PK’s office after Jessi explained that the funds have been allotted. DPW will put the sidewalk in after the piece is fully compliant. Mr. McLoughlin said that he is no longer with the ADA. He said that the problem with the sidewalk is the elevation. This is an area that is being addressed. Mr. McLoughlin spoke generally about sidewalk compliance hypothetically. Jessi explained that this project has been closed off and Mr. McLoughlin may be better off coming to the next Public Building Commission meeting or contact the Facilities Director Kevin Kelley.
- General library news
 - Automatic renewals— update
 - Incident Report—Revised (VOTE)
 - Patron Behavior Policy—Proposed changes (VOTE in June)
 - Outdoor Entertainment Permit—Summer Concert Series—approved 4/23
 - Ann Zona retirement- has officially retired and will be missed. Her replacement Darlene O’Connell is coming from Pembroke. She starts on May 20th.
 - Shelving install (complete)
 - Roller shade install (complete)
 - Senior Library Technician/Technology Coordinator position—filled
 - Sunday hours (4/28 last time open for FY19)
 - LOT spring/summer collection & future steps
 - Summer Reading Kickoff, 7/10- The SPD will have a detail here for that evening.
 - CORSE Intern- there will be an intern here this summer from CORSE. Probably about four hours a week. Jessi went through the union and it was fine with the union.
 - There was an intern from INLY as well this year for 30 hours over the course of one week.
 - COA Wellness Fair, 5/2
 - OCLN Retreat, 5/16- Jessi asks the BOT to think about questions we may have for the OCLN.
 - STM, 5/13
 - Plein Air, 6/1
 - Outdoor landscaping, spring cleanup
 - Website RFP
 - Miscellaneous
- New business

- Incident Reports
 - Patron behavior, 3/30- Jessi was away this day when someone came into the library. Two incidents – first, a patron asked about research in the local history room. He used inflammatory racist language. Later this occurred again with the same patron with Susan Pope. Susan did not know about this. She called the police. When the SPD arrived he monitored the situation while the patron stayed in the library and left of his own volition. Concerns raised were that this was not reported to the supervisor and that the patron was left in the library after the staff were aware and that the staff made it clear that the patron should leave. Unless the patron is obviously aggressive it is up to the library supervisor to let the SPD know if they would like a patron removed. Jessi reviewed the proposed revised Incident Report and trustees gave suggestions. Jessi requested a vote on this version. She would bring any revisions that the staff may have to the next meeting. The new Incident Report was voted and approved.
- Next meeting date—June 10, 2019
- Adjourn at 8:32