

Scituate Town Library Board of Trustees' Meeting Minutes

November 14, 2022, 6:30 PM

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 (remote). Assistant Director-Brian DeFelice. Library Foundation - Joe McNally.

Meeting began at 6:30 PM

APPROVAL OF MINUTES:

Minutes modified with minor changes in spelling and staffing status. Motion to approve by KC and seconded by CM. Minutes were unanimously approved.

SCITUATE LIBRARY FOUNDATION:

Subcommittee formed and met with the Director on Nov. 2 to discuss children's room furniture needs. Plans will be done in phases.

Non-profit papers formalized and submitted.

Treasurer's report notes increase in portfolio status.

On Nov. 5 a 4 hour meeting was conducted to help strategize fund raising efforts. An outside facilitator, Doug Smith, noted the challenges that all libraries face at this time.

On Nov. 8 Foundation met with Friends to coordinate fund raising efforts using new software. Year end mailings which are mostly thank you notes are being sent out.

FRIENDS OF SCITUATE TOWN LIBRARY:

The Friends met with the Foundation regarding software to track donors.

An agreement was reached to increase the budget for programs.

Friends will participate in the Holiday craft fair at Scituate High School on Nov. 19.

Museum pass usage was reviewed and all were funded.

A donation of funds was made to purchase puppets for story time in memory of Rick Young.

CORRESPONDENCE: None

ASSISTANCE DIRECTOR UPDATE:

New monitors have been installed. They are a big improvement over previous ones installed.

A tutorial will be held for staff for implementation of paid printing.

A self check out unit was purchased for the teen room.

BY-LAWS DISCUSSION:

Article 3 Item 5 - Chairperson or Library Director.

Article 6 - study or investigation

All other suggestions were accepted. Motion to approve by CM and seconded by EH. The by-laws were unanimously approved.

#### DIRECTOR'S REPORT:

##### Building Updates

Thoreau's Waye - There will be a groundbreaking ceremony on Nov, 15 at 1:00 PM. A small group is expected and it will be a photo opportunity to be used possibly in the future for fundraising efforts.

Generator - No updates at this time.

Lower level bathroom - A smell is still noticed here but it may be that a fan is picking up a scent from the sewer systems.

Lantern trim - ( large skylight over the building) A lift was borrowed and a carpenter examined the internal boards and noted a defect in the installation. The problem was fixed and the architect was notified of the issue.

Tree at entrance - A tree came down and was removed.

Broken window - Work should be completed this week on the window damaged by a weed whacker throwing a stone.

The town has hired an HVAC specialist.

##### General Library News

Fine Free - Policy has been started. MA is trying to be the first state where all libraries will be fine free.

Budget - FY24 budget increases in materials and utilities accepted by TA. The Advisory board and the Selectboard will review budgets later in the month.

Staffing - Fiona Flaherty, a part time library technician, has been hired as a full time Library Technician for Circulation starting 11/14.

Programs - Due to schedule constraints, required staff training and work on the strategic plans for the Library, winter programming will be stepped back. Brian DeFelice and Ann Lattinville are working on strategic plan.

LSTA Grant Wrap-Up - Sate allowed the library to retain extra funds to be used for pollinator garden.

Library of Things - After 4 years the biggest issue is the condition of returned items. Patrons will have to sign a LOT Borrower's Agreement to acknowledge the policy and their responsibility. (??? Subject/verb agreement??) Motion to approve policy by CSH and seconded by SK. Policy was unanimously approved.

##### Incident Reports

10/24 - A child fell and an ice pack was used.

10/26 - A continuing issue with the lower level bathroom.

Motion to adjourn by CM and seconded by CSH. Motion passed unanimously and meeting adjourned at 7:25.

Next meeting date: December 12, 2022 at 6:30 PM (Hy