

Scituate Town Library Board of Trustees' Meeting

Monday, September 13, 2021, 7:00 PM

Scituate Town Library – Large Conference Room

- Meeting begins at 7:06
- Approval of minutes - accepted as amended.
- As Toni Snee approaches her retirement date, the trustees all speak about their appreciation for Toni and thank Toni for all her work at the library.
- Scituate Library Foundation
 - Update - The Foundation is currently trying to plan an October event. The Foundation would like to do this at the library but need to get Trustee and Selectmen approval before the October date. Jessi is concerned that the timeline may be too short.
 - Slate of Officers- Voted to have the officers remain as is present.
- Director's report
 - Building Updates- Continuing to fight against the leaks. Jessi would like to see some resolution soon and would like to speak with the facilities director to discuss what big projects need to happen that will address the leaks- perhaps the generator work. Some carpet tiles needed to be pulled up in the Children's Room during the most recent heavy rains. Trustees spoke about the brick that has raised up in the front as a potential safety threat. Jessi will speak to the facilities director. The trustees spoke about the generator installation- where and the funding source. Jessi suggests that the trustees should consider bringing concern to the Facilities Director or Town Administrator.
- General Library News
 - COVID-19
 - Continuation of outdoor programs-The library is choosing to move forward with outdoor and virtual programming at this time. There are many children's and teen's activities planned during the fall. Hopefully, indoor programming can return in the spring.
 - Update from Kevin re: Trustees' request for masking ; we will revisit in terms of numbers at our next meeting.
- Library Policies
 - Collection Development Policy, 2021 Update -approved with discussed revisions.
 - Internet Use Policy, 2021 Update - vote to approve
- Staffing
 - Assistant Director (retirement, September 15th)
 - Assistant Director search -Jessi is interviewing presently for this open position; Kevin Carleton will participate in final interviews
 - Senior Tech search- Jessi has received a very promising applicant
- Upcoming Programs

- Fall Children's/Teens- all outdoor; lots of good programming planned ; one of the most popular is a writing program.
 - Adult online - most adult programming are virtual with the exception of Dig In
 - Community Conversation—"Rising", 9/29, 7 p.m.; this will be a virtual conversation.
 - Dig In—First talk with Claudia Thompson, "Ditch the Fall Cleanup," 10/3, 2 p.m. - this is a virtual conversation
- FY23 Budget due 10/15 - this is usually a team effort with Toni; this is Jessi's first without Toni's support. Jessi will be before the Advisory Committee on December 16th and before Select Board on December 21st. Trustees are always invited to attend.
 - Reminder—Sunday openings start October 3rd
 - End of fine free
 - Cash register as of 9/13; notices have gone out for books and materials still out.
 - ARIS/State Aid - ARIS was submitted on time; State Aid is completed and due at the end of the week of the September 20th.
 - Passport Days, 9/10, SEF event hosted at STL - This was a lovely event. Registration was capped at 100. The weather was perfect. Garden Club and Friends participated.
 - Jessi has started thinking about perhaps doing another volunteer fair here at the library.
 - Friends Bookstore
 - Signage-Jessi is looking to have signage created to find things on the lower level. Signage may be incorporated on the lower level beams. This could possibly be \$2,000-\$3,000.
 - Lighting - Jessi started working with the company that did the LED lighting about getting better lighting in the Friends area. It is about \$7000; this money could be utilized through the utilities bill. The amount the Friends contribute is pretty substantial.
 - South Shore Astronomical Society November Gallery Show - They are using the gallery to do a show on night photography.
- Incident Reports
 - 8/16, patron issue - Police were called with this incident. A patron was viewing what was considered highly inappropriate content on a public computer. The police helped to resolve the situation. Jessi reached out to other libraries and discussed, without reference to specific details, for feedback.
 - 8/25, patron fall - A patron fell off a chair while the chair was rolling. This was similar to another recent fall. There was no injury.
 - 9/3, lost child - The was at a Mama Steph event (there was no registration at this event), almost 200 people showed up. At the end a little girl walked away. She was found in the parking lot after a few minutes. Re-registration has been reimplemented as a safety issue.
 - Next meeting date: October 4th at 7 pm.
 - Adjourn at 8:51